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SHEPHERD COLLEGE

FOUNDED 1871

## PERSONS TO WHOM INQUIRIES MAY BE DIRECTED

### **Dr. James A. Butcher, President**

#### **Academic Affairs**

Dr. George A. Condon, Vice President and Dean of the Faculty.

Dr. Howard N. Carper, Jr., Coordinator of the Regents B.A. External Degree Program

Mrs. Linda S. Dunn, Director of Continuing and Off-Campus Education—Evening programs, continuing education, the extended campus.

Mr. William L. Hamrick, Registrar—Registration, schedules of classes, credit evaluations, transcripts.

Dr. Carroll W. Palmer, Coordinator of Teacher Education—Student teaching assignments and teacher certification.

Mr. Karl L. Wolf, Director of Admissions—Admission of students, admissions counseling, high school and transfer relations, college catalogs.

#### **Student Affairs**

Mr. George Auxt, Dean of Student Affairs—Student personnel policies, food service, counseling, student health services, housing, vehicle regulations, student organizations, student activities, placement.

Mr. Haydon Rudolf, Director of Financial Aid—Financial aid, student employment

#### **Business Affairs**

Mr. Arthur P. Foley, Dean of Finance and Facilities—Business and financial information.

#### **Federal Programs, Non-Faculty Personnel, Affirmative Action**

Dr. Earl E. Henderson, Assistant to the President.

#### **Public Relations, Alumni Affairs, College Publications**

Mr. David Newlin, Director of College Relations.

#### **South Branch Valley Center**

Mrs. Vana Nespor, Coordinator

2A Water Street

Petersburg, WV 26847

(304)-257-4634

#### **Sports Information**

Mr. Joseph P. Browning, Director of Sports Information

#### **Veterans' Benefits and Veterans' Affairs, Handicapped, and Foreign Students**

Office of Assistant Dean of Student Affairs.

---

Address: Shepherd College, Shepherdstown, West Virginia 25443

Telephone: (304) 876-2511 or (304) 267-4183, Monday-Friday, 8:00-5:00,

Saturday, 9:00-12:00

#### **THE COVER STORY:**

The stately and historic structure on the cover is McMurrin Hall, Shepherd College's original building. Erected in 1859-60, it was a gift to the town to be used as a library and town hall, and later served as the Jefferson County Court House.

In 1871, Shepherd College was founded and the building served as the institution's first academic building. McMurrin Hall is named after Joseph McMurrin, Shepherd College's founder and first administrator.

The light brick structure, with towering columns and a picturesque steeple, is located on the corner of German and King Streets in downtown Shepherdstown, gracing the entrance to the Shepherd College Campus.



# **SHEPHERD COLLEGE**

## **SHEPHERDSTOWN, WEST VIRGINIA**

**Founded 1871**



### **A STATE COLLEGE IN THE SHENANDOAH VALLEY**

#### **Accredited by the**

North Central Association of Colleges and Secondary Schools  
National Council for Accreditation of Teacher Education  
National League for Nursing  
Council on Social Work Education  
West Virginia State Department of Education  
West Virginia State Board of Examiners for Registered Nurses

#### **Member**

American Assembly of Collegiate Schools of Business  
American Association of Colleges for Teacher Education  
American Council on Education  
American Association of Community and Junior Colleges

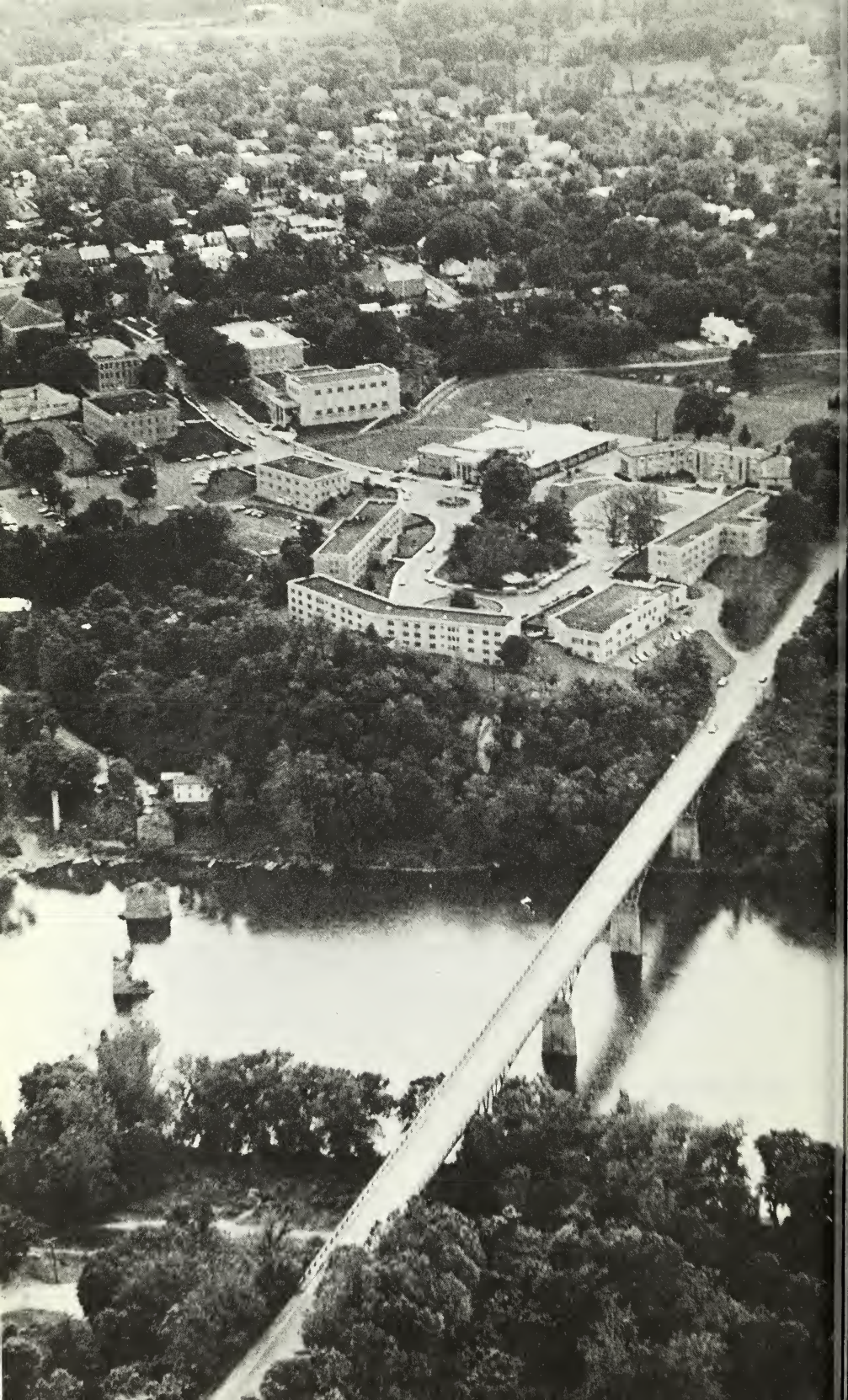
## **SHEPHERD COLLEGE CATALOG, 1981-1983**

**Volume XXXIII**

**May, 1981**

This 1981-1983 Shepherd College Catalog is for informational purposes only and is not considered a binding contract between Shepherd College and students. Changes may apply to both present and prospective students. Although College officials are available to advise students, it is the student's responsibility to comply with College policies, including the requirements for degrees.

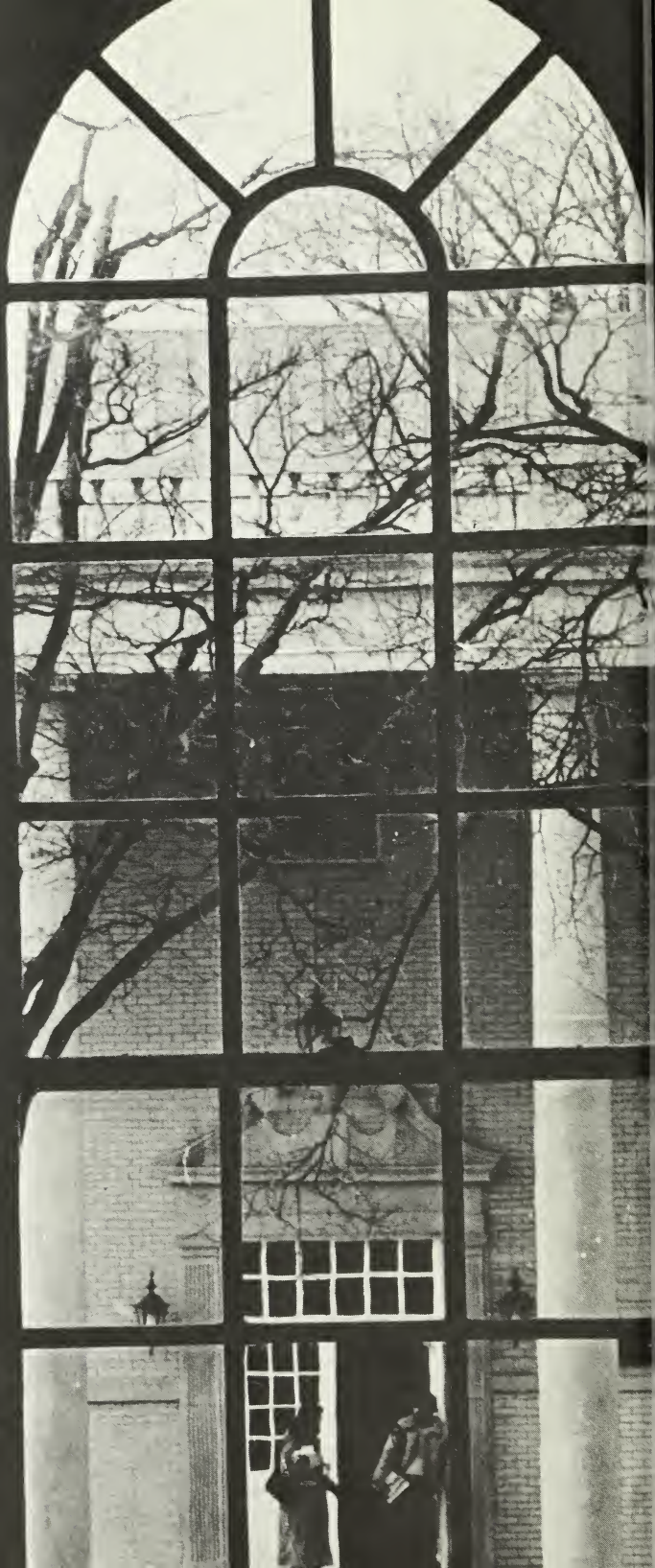
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## 1981-82 ACADEMIC YEAR CALENDAR

### Summer Session 1981

h., May 25	Holiday (Memorial Day).
s., May 26	Registration and Payment for First Summer Session, 1330-1600.
	Registration and Payment for Night Classes 1700-1800.
d., May 27	Classes begin First Summer Session and Night. Late Registration (Late Fee Applies).
r., May 28	Last day for Registration and/or to add a Class (Late Fee Applies).
r., June 18	Last day to drop a First Summer Session Class.
r., June 18	Orientation and Early Registration for Transfers and Readmits.
, June 19	Orientation and Early Registration for Freshmen, Group II. Last day to apply for Summer Graduation.
n., June 22	Orientation and Early Registration for Freshmen, Group III.
, June 26	Day Classes End, First Summer Session.
n., June 29	Grades Due, 1200 Noon, First Summer Session.
r., July 2	Last day to drop a Night Class.
, July 3	Holiday (Independence Day).
n., July 6	Registration and Payment for Second Summer Session, 1330-1600.
s., July 7	Day Classes Begin for Second Summer Session. Late Registration (Late Fee Applies).
d., July 8	MW Night Classes End.
d., July 8	Last day for Registration and/or to add a Class for Second Session (Late Fee Applies).
r., July 9	TTH Night Classes End.
d., July 29	Last day to drop a Day Class, Second Summer Session.
r., Aug. 6	Day Classes End, Second Summer Session.
, Aug. 7	Night Class and Second Summer Session Grades Due, 1200 Noon.

### First Semester

d., Aug. 19	Divisional Offices Open
n., Aug. 23	Annual President's Dinner for Faculty and Spouses, 1830.
n., Aug. 24	Opening Faculty Meetings, Orientation, Academic Advisement, Registration and Payment for all Non-Early Registered Students, 0830. Night Registration, 1800.
s., Aug. 25	Early Registered Students pay Fees. It is not possible to Register for Classes on August 25.
d., Aug. 26	Classes begin. Late Registration begins (Late Fee Applies). Drop/Add begins.
, Aug. 28	Last day to add a Class.
s., Sept. 1	Last day for Late Registration. Last Registration and Payment for Night Classes, 1800.
n., Sept. 7	Holiday (Labor Day).
d., Oct. 7	Last day to drop a 1st Eight Weeks Class.

Thur., Oct. 15 thru  
Wed., Oct. 21  
Fri., Oct. 23  
Fri., Oct. 30  
Fri., Nov. 6  
Wed., Nov. 18 and  
Thur., Nov. 19  
Wed., Nov 25 thru  
Sun., Nov. 29  
Fri., Dec. 4  
Fri., Dec. 11  
Mon., Dec. 14 thru  
Fri., Dec. 18  
Fri., Dec. 18  
Mon., Dec. 21

Mid-Semester Examinations.  
Mid-Semester Grades Due 0900.  
Mid-Semester Grades distributed by Advisors.  
Last day to drop a Full Semester Class.

Early Registration for Second Semester.

Thanksgiving Recess.  
Last day to drop a 2nd Eight Weeks Class.  
Last day to apply for May 1982 Graduation.

Final Examinations for First Semester.  
Divisional Offices Close.  
First Semester Grades Due 0900 and End of First Semester.

### **Second Semester**

Mon., Jan. 11  
Tues., Jan. 12  
Wed., Jan. 13  
Fri., Jan. 15  
Tues., Jan. 19  
  
Tues., Feb. 23  
Wed., March 3 thru  
Tues., March 9  
Fri., March 12  
Sat., March 13 thru  
Sun., March 21  
Fri., March 26  
Fri., April 2  
Thur., April 8  
  
Fri., April 9 thru  
Sun., April 11  
Wed., April 14 and  
Thur., April 15  
Fri., April 16  
Sat., April 17  
  
Tues., April 27  
Thurs., May 6 thru  
Wed., May 12  
Fri., May 14  
  
Fri., May 21  
Sat., May 22

Orientation, Registration, Divisional Offices Open and Other Activities.  
Early Registered Students pay fees. It is not possible to Register for Classes on January 12.  
Classes begin. Late Registration begins (Late Fee Applies). Drop/Add begins.  
Last day to add a Class.  
Last day of Late Registration. Last Registration and Payment for Night Classes, 1800.  
Last day to drop a 1st Eight Weeks Class.

Mid-Semester Examinations.  
Mid-Semester Grades Due at 0900.

Spring Break.  
Mid-Semester Grades distributed by Advisors.  
Last day to drop a Full Semester Class.  
Last day for Currently Enrolled Students to apply for Summer 1982 Graduation.

Easter Recess.

Early Registration for Fall 1982.  
Last day to apply for December 1982 Graduation.  
Orientation and Early Registration for Freshmen Group I.  
Last day to drop a 2nd Eight Weeks Class.

Final Examinations.  
Second Semester Grades Due 0900 and End of Second Semester.  
Divisional Offices Close.  
Commencement.

## 1982-83 ACADEMIC YEAR CALENDAR

### Summer Session 1982

n., May 24	Registration and Payment for First Summer Session, 1330-1600.
es., May 25	Registration and Payment for Night Classes, 1700-1800. Classes begin First Summer Session and Night. Late Registration (Late Fee Applies).
d., May 26	Last day for Late Registration and/or add a Class (Late Fee Applies).
n., May 31	Holiday (Memorial Day).
ur., June 17	Last day to drop a First Summer Session Class.
ur., June 17	Orientation and Early Registration for Transfers and Readmits.
, June 18	Orientation and Early Registration for Freshmen, Group II.
n., June 21	Orientation and Early Registration for Freshmen, Group III.
d., June 23	Last day to apply for Summer Graduation.
, June 25	Day Classes End, First Summer Session.
n., June 28	Grades Due, 1200 Noon, First Summer Session.
es., June 29	Last day to drop a TTH Night Class.
n., July 5	Holiday (Independence Day).
es., July 6	Registration and Payment for Second Summer Session, 1330-1600.
es., July 6	TTH Night Classes End.
d., July 7	Last day for Registration and/or to add a Class for Second Summer Session. (Late Fee Applies).
d., July 7	Last day to drop a MW Night Class.
d., July 14	MW Night Classes End.
ur., July 29	Last day to drop a Class, Second Summer Session.
, Aug. 6	Classes End, Second Summer Session.
n., Aug. 9	Night Class and Second Summer Grades Due, 1200 Noon.

### First Semester

d., Aug. 18	Divisional Offices Open.
n., Aug. 22	Annual President's Dinner for Faculty and Spouses, 1830.
n., Aug. 23	Opening Faculty Meetings, Orientation, Academic Advisement, Registration and Payment for all Non-Early Registered Students, 0830. Night Registration, 1800.
es., Aug. 24	Early Registered Students pay Fees. It is not possible to Register for Classes on August 24.
d., Aug. 25	Classes begin. Late Registration begins (Late Fee Applies). Drop/Add begins.
, Aug. 27	Last day to add a Class.
es., Aug. 31	Last day for Late Registration. Last Registration including Payment for Night Classes.
n., Sept. 6	Holiday (Labor Day).
d., Oct. 6	Last day to drop a 1st Eight Weeks Class.

Thur., Oct. 14 thru  
 Wed., Oct. 20  
 Fri., Oct. 22  
 Fri., Oct. 29  
 Fri., Nov. 5  
 Wed., Nov. 17 and  
 Thur., Nov. 18  
 Wed., Nov. 24 thru  
 Sun., Nov. 28  
 Fri., Dec. 3  
 Fri., Dec. 10  
 Mon., Dec. 13 thru  
 Fri., Dec. 17  
 Fri., Dec. 17  
 Mon., Dec. 20

Mid-Semester Examinations.  
 Mid-Semester Grades Due 0900.  
 Mid-Semester Grades distributed by Advisors.  
 Last day to drop a Full Semester Class.

Early Registration for Second Semester.

Thanksgiving Recess.  
 Last day to drop a 2nd Eight Weeks Class.  
 Last day to apply for May 1983 Graduation.

Final Examinations for First Semester.  
 Divisional Offices Close.  
 First Semester Grades Due 0900 and End of the First Semester.

### Second Semester

Mon., Jan. 10  
 Tues., Jan. 11  
 Wed., Jan. 12  
 Fri., Jan. 14  
 Tues., Jan. 18  
 Tues., Feb. 22  
 Wed., March 2 thru  
 Tues., March 8  
 Fri., March 11  
 Sat., March 12 thru  
 Sun. March 20  
 Fri., March 25  
 Thur., March 31  
 Fri., April 1 thru  
 Sun., April 3  
 Fri., April 8  
 Wed., April 20 and  
 Thur., April 21  
 Fri., April 22  
 Sat., April 23  
 Tues., April 26  
 Thur., May 5 thru  
 Wed., May 11  
 Fri., May 13  
 Fri., May 20  
 Sat., May 21

Orientation, Academic Advisement, Registration & Payment for all Non-Early Registered Students, 0830. Night Registration 1800 & Divisional Offices Open. Early Registered Students pay Fees. It is not possible to Register for Classes on January 11. Classes begin. Late Registration begins (Late Fee Applies). Drop/Add begins.  
 Last day to add a Class.  
 Last day of Late Registration. Last Registration and Payment for Night Classes, 1800.  
 Last day to drop a 1st Eight Weeks Class.

Mid-Semester Examinations.  
 Mid-Semester Grades Due 0900.

Spring break.  
 Mid-Semester Grades distributed by Advisors.  
 Last day to drop a Full Semester Class.

Easter Recess.  
 Last day for Currently Enrolled Students to apply for Summer 1983 Graduation.

Early Registration for Fall 1983.  
 Last day to apply for December 1983 Graduation.  
 Orientation and Early Registration for Freshmen, Group I.  
 Last day to drop a 2nd Eight Weeks Class.

Final Examinations.  
 Second Semester Grades Due 0900 and End of Second Semester.  
 Divisional Offices Close.  
 Commencement.



## 1983-84 ACADEMIC YEAR CALENDAR

### Summer Session 1983

n., May 30	Holiday (Memorial Day).
s., May 31	Registration and Payment for First Summer Session, 1330-1600.
	Registration and Payment for Night Classes, 1700-1800.
d., June 1	Classes begin First Summer Session and Night. Late Registration (Late Fee Applies).
r., June 2	Last day for Registration and/or to add a Class (Late Fee Applies).
r., June 16	Orientation and Early Registration for Transfers and Readmits.
June 17	Orientation and Early Registration for Freshmen, Group II.
n., June 20	Orientation and Early Registration for Freshmen, Group III.
d., June 22	Last day to apply for Summer Graduation.
r., June 23	Last day to drop a 1st Summer Session Class.
July 1	Day Classes End, First Summer Session.
n., July 4	Holiday (Independence Day).
s., July 5	Grades Due, 0900, First Summer Session.
s., July 5	Registration and Payment for Second Summer Session, 1330-1600.
d., July 6	Classes begin for Second Summer Session. Late Registration (Late Fee Applies).
r., July 7	Last day for Registration and/or to add a Class for Second Summer Session (Late Fee Applies).
r., July 7	Last day to drop a TTH Night Class.
n., July 11	Last day to drop a MW Class.
r., July 14	TTH Night Classes End.
n., July 18	MW Night Classes End.
r., July 28	Last day to drop a Class, Second Summer Session.
Aug. 5	Classes End, Second Summer Session.
n., Aug. 8	Night Classes and Second Summer Session Grades Due, 1200 Noon.







## SECTION I

# GENERAL INFORMATION

## AN INTRODUCTION TO THE COLLEGE

Shepherd College is a state-supported institution within the West Virginia system of higher education. From its beginnings over a century ago, the College has evolved into a comprehensive center of higher learning, serving a number of related, yet distinct roles:

- The College offers Bachelor of Arts and Bachelor of Science degrees in a wide range of fields, encompassing the liberal arts, business administration, teacher education, and other career-oriented areas.
- The College offers a diverse selection of programs leading to Associate degrees. Plans are being developed to expand further the variety of career-oriented programs to be available to students whose immediate objective is not a baccalaureate degree.
- The College provides credit courses for individuals with no degree aspirations, but who seek to broaden and update their knowledge in either familiar or new fields of intellectual endeavor.
- For the Shenandoah Valley region as a whole, the College is a center for non-credit continuing education, public service, and convenient citizen access to extensive programs in art, music, athletics, and other areas of public interest.

Shepherd College has a responsibility to extend its resources beyond the campus in order to bring higher education closer to those who seek it. The College has an administrative center in Petersburg, West Virginia to better serve the South Branch Valley counties of the state. Courses are regularly offered in locations away from Shepherdstown, to facilitate access to college-level study by people throughout eastern West Virginia and the surrounding region.

## ACCREDITATION

The College is accredited by the North Central Association of Colleges and Secondary Schools. Individual programs are accredited by the National Council for Accreditation of Teacher Education, the Council on Social Work Education, the West Virginia State Department of Education, the West Virginia State Board of Examiners for Registered Nurses, and the National League for Nursing.

## GENIC AND HISTORIC LOCATION

Shepherd College is situated in the Shenandoah Valley, on the banks of the Potomac River, in historic Shepherdstown, West Virginia. The oldest town in the state, Shepherdstown is an ideal college community, with the town and campus combining to offer a unique learning-living environment.

Located in the Eastern Panhandle of West Virginia, Shepherdstown is within 20 miles of points in the nearby states of Maryland, Pennsylvania, and Virginia. It is only 10 miles from the metropolitan areas of Washington, D.C. and Baltimore, Maryland. Within a short hike or drive of the campus are such well-known historic landmarks as Harpers Ferry and the Antietam Battlefield. Across the Potomac River from the campus is the Chesapeake and Ohio Canal National Historical Park. The C and O Canal National Historical Trail, developed along the towpath of the old canal, is a beautiful recreational

sanctuary, extending 180 miles from Cumberland, Maryland to Georgetown, in the Nation's Capital.

The relationship of the College to the surrounding area is evident in many different ways. The Shenandoah Valley region is rich with American history. The United States Capitol and numerous other federal and state facilities are easily accessible. Richmond and Williamsburg, Virginia, as well as New York and Philadelphia, are all within a few hours drive of Shepherdstown. Guest lecturers and performers, field trips, internships, and career opportunities are advantages directly related to the location of Shepherd College.

## **HISTORY OF THE COLLEGE**

The history of Shepherd College began when the county seat of Jefferson County, West Virginia was moved from Shepherdstown to Charles Town in July, 1871. The people of Shepherdstown and vicinity decided to use the vacated courthouse for educational purposes. An article of incorporation for a school to be known as Shepherd College, designed to instruct students "in languages, arts and sciences," was drawn up and signed by C.W. Andrews, A.R. Boteler, C.T. Butler, G.M. Beltzhoover, David Billmyer, Samuel Knott, and Henry Shepherd. This body of incorporators gave themselves power to elect instructors, pay salaries, and prescribe courses of study. They appointed Professor Joseph McMurren first principal of the institution, which was opened in September 1871, under the authority of the Board of Trustees, with forty-two students.

On February 27, 1872, the Legislature of West Virginia passed the following act: "That a branch of the State Normal School be and the same is hereby established in the building known as Shepherd College, in Shepherdstown, in the county of Jefferson."

Shepherd College became a four-year college for the training of teachers on July 1, 1930, and was granted the authority by the West Virginia Board of Education to grant the Bachelor of Arts degree to graduates of the institution. In 1943, the State Legislature enacted legislation providing for a liberal arts college program at Shepherd College. In September 1950, Shepherd College was authorized to confer the Bachelor of Science degree. In March 1950, the College was fully accredited by the North Central Association of Colleges and Secondary Schools; in January 1951, it became a member of the Association of American Colleges; and in 1954 it was accredited by the National Council for the Accreditation of Teacher Education. In succeeding years these accreditations have regularly been renewed.

## **THE OBJECTIVES OF SHEPHERD COLLEGE**

The College aims to provide students with a general education which will enable them to succeed, personally and professionally, in today's complex society and prepare them for entry into a satisfying career. The burden of accomplishment rests on the student, but the faculty and staff desire to render every assistance in increasing the student's ability to understand his society, communicate orally and in writing, analyze data, synthesize knowledge, understand and be able to use the methods of inquiry of the various disciplines, and develop a personal code of ethics and a philosophy of life.

Faculty and students enjoy complete freedom to search for truth and state their opinions without restraint from political creeds, religious doctrines, economic pressures or personal biases. The faculty seeks to encourage students in their intellectual and personal development.



## SHEPHERD COLLEGE CAMPUS

The campus of Shepherd College is comprised of approximately one-hundred and four acres of rolling limestone land extending from German (Main) Street in Shepherdstown to the Potomac River. Twenty-four academic, residence, and ancillary buildings compose the campus facilities.

**The Administration Building** houses the offices of the President, Academic Dean, Registrar, Admissions, Business Affairs, Student Affairs, Financial Aid, College Relations, Housing, Staff Personnel, Off-Campus and Continuing Education, Computer Center and Institutional Research, and the Campus Service Center.

**McMurrin Hall** is the original Shepherd College building, erected by Rezin D. McMurrin in 1860. This building, originally constructed for community uses, was transferred by perpetual lease to the Board of Trustees of Shepherd College in 1891. It is named in honor of Joseph McMurrin, "the Father of Shepherd College."

**Reynolds Hall** was erected in 1889 by the citizens of Shepherdstown.

**Knutti Hall** was originally constructed in 1904 and was named in honor of former Principal John G. Knutti. It houses the Division of Education and the Division of Languages and Literature.

**White Hall** was dedicated for student use in 1975. It was named in honor of Dr. H.S. White, college president from 1920 to 1947, and houses the Divisions of Business Administration and Social Sciences.

**Stutzman-Slonaker Hall**, dedicated in 1980, was named in honor of Ernest Stutzman, Professor of Physical Science from 1928 to 1952, and Dr. A. Gordon Slonaker, Professor of Education and Academic Dean from 1954 to 1973. It houses the Departments of Biology, Mathematics, Home Economics and the College Nursery School.

**Snyder Science Hall**, erected in 1942, was named in honor of the late H.L. Snyder, a prominent local citizen. The Departments of Chemistry and Physics are located in this facility.

**The Nursing Building** to the east of Snyder Science Hall was renovated in 1980 to provide new facilities for the Department of Nursing and the College's Media Services section.

**The Ruth Scarborough Library** collection is composed of varied materials, which number approximately 192,000. Printed and microtext materials comprise the majority of the collection. There are about 130,000 books and bound periodicals, which are supplemented by books and periodicals on some 31,000 microfiche and microfilm reels. Other parts of the collection include phonograph records, cassette and reel tapes, filmstrips, slides, media kits, and loopfilms. The library currently subscribes to more than 625 periodicals and newspapers. Since 1972 the library has been a selective depository for Federal government publications and regularly receives West Virginia State government publications. The three-story, air-conditioned structure which the library occupied in October 1965, is designed as a place of study, particularly for independent study and research. The accommodations for study include reading rooms, group study rooms, and individual study carrels and cubicles. A phonograph record listening area, a cubicle for private viewing of visual materials, and a microtext reading area are available. The West Virginia Room houses a special collection of printed materials relating to the State.

**Home Management House**, located on Princess Street, is a nine-room brick residence equipped to provide home economics majors in-residence home management experiences.

**Creative Arts Center**, dedicated in 1981 provides modern facilities for the Division of Creative Arts and Drama. This building consists of studios, classrooms, recital hall, and a new theatre at a cost of several million dollars.

**Popodicon**, the home of the college President, was constructed in 1907 and secured by the College in 1964. It provides a spacious and gracious addition to the college campus.

**Gardiner, Miller, Shaw, and Turner Halls** provide on-campus housing for women.

**Boteler, Kenamond, and Thacher Halls** provide on-campus housing for men.

**The Shepherd College Center** is a facility that includes organizational meeting rooms, a snack bar and pub lounge, club rooms, a ballroom, games area, and bowling facilities. The College Bookstore is located on the ground level.

The College Center, Scarborough Library, White Hall, and Stutzman-Slonaker Hall are equipped with elevators. Handicapped students may request elevator keys from the advisor to handicapped students.

## SUMMER SESSION

The summer session at Shepherd College is an integral part of the College year. All general College requirements relating to high academic standards, sound scholarship, and good citizenship apply in the summer just as in the regular academic year. The summer session is organized into two terms of five weeks each.

## OFF-CAMPUS PROGRAM

In order to serve the educational needs of the citizens of the eight eastern counties of West Virginia, Shepherd College organizes and conducts courses at convenient and accessible off-campus sites throughout the region. All off-campus coursework, scheduling, and staffing requirements are commensurate with those adopted for on-campus programs. Credits earned in off-campus courses are equivalent to residential credits, reflecting the standards of excellence long associated with Shepherd College.

To more effectively serve Grant, Hampshire, Hardy, Mineral, and Pendleton Counties, Shepherd College has established an administrative center for off-campus instruction at Petersburg. Currently, through the SOUTH BRANCH VALLEY CENTER, students may complete all course requirements at off-campus sites for certain programs including the Regents Bachelor of Arts degree. Inquiries regarding courses and programs in the South Branch Valley should be directed to the Coordinator of the Center, 2A Water Street, Petersburg, West Virginia 26847.

In Berkeley, Jefferson, and Morgan Counties, off-campus classes are offered as an integral component of the College's regular schedule of instruction. Through off-campus and evening programs, students may complete virtually all course requirements for certain degrees. Persons interested in courses to be taught off-campus should contact the Director of Continuing and Off-Campus Education.

As a part of the institution's mission to improve and expand career-oriented programs in Eastern West Virginia, the College has developed cooperative educational opportunities with multi-county vocational centers within the region. Under these arrangements, students who complete postsecondary vocational training in specific fields at the cooperating centers may qualify for college credit by competency examination. Details on the cooperative programs are available from the Director of Continuing and Off-Campus Education.

## SECTION II

## ADMISSIONS

## GENERAL INFORMATION

Admission to Shepherd College shall be determined without regard to national origin, race, color, religion, sex or physical handicap. Admission does not guarantee housing. All correspondence relevant to admission and all credentials in support of application for a full time student must be on file at least one (1) month prior to the beginning of the semester or term for which the student is applying — August 1 for the fall semester, December 1 for the spring semester and May 1 for the summer terms.

The admissions and academic personnel of Shepherd College may require enrollment in basic skills courses, programs or other appropriate measures for a student whose high school record and/or standardized test scores indicate that he or she is deficient in certain areas.

The Shepherd College curriculum is such that students should pursue a broad secondary program of college preparation including the following units: English, 4; Social Science (including American History), 3; Natural Science (including Biology, Physics or Chemistry), 2; Mathematics (including Algebra), 2; Physical Education, 1; additional elective units to equal a minimum total of 17 units.

All students pursuing a program of study must submit the following credentials in order to be considered for admission to Shepherd College: Application of Admission, high school transcript or two final college transcripts for each college attended and American College Test scores (full-time freshmen students only). In addition, college transfer students must submit a Student Personnel Record Form completed by the Student Affairs Office of the college last attended. Students desiring to live in a college residence hall should submit a Residence Hall Application Form and \$50.00 Housing deposit with their Admissions Application Form; a Health Form completed by the family physician must be on file with the College prior to the beginning of classes for full-time students.

Shepherd College reserves the right to deny admission or readmission to individuals who have been convicted of any criminal offense. Persons who have been under the care of a physician or psychiatrist for mental health problems during the year prior to applying for admission to the College, must submit written statements from the physician or psychiatrist to the Admissions and Credits Committee before any decision on admission can be made. The College reserves the right to deny admission or readmission to any such individual whose needs it does not feel qualified to meet.

Individuals wishing to appeal an admissions decision or who wish an exception to the admissions policy may do so by writing to the Admissions and Credits Committee, Shepherd College.

Shepherd College is required by Section 904, Title IX, Education Amendments of 1972, not to deny admission on the ground of blindness or severely impaired vision, by 45 CFR 84, Subpart E, Section 84.42 and by Section 504, Rehabilitation Act of 1973 not to deny admission on basis of handicap, by 45 CFR 90, 91 not to deny admission on the basis of age, and by 45 CFR 86, Subpart C, Section 86.21 not to deny admission on basis of sex. By Title VI of the Civil Rights Act of 1964, no person shall be subjected to discrimination on the ground of race, color, or national origin.

## ADMISSION OF HIGH SCHOOL GRADUATES

## NONSTATE (WEST VIRGINIA RESIDENT) STUDENTS

All residents of the state of West Virginia who are graduates of accredited or approved high schools and who do not possess serious health or character defects



are eligible for admission to Shepherd College. Non-high school graduates whose senior class has graduated one year previously may be admitted if they present a GE diploma.

The admissions and academic personnel of Shepherd College may require enrollment in basic skills courses, programs or other appropriate measures for a student whose high school record and/or standardized test scores indicate that he or she is deficient in certain areas.

**The West Virginia Board of Regents requires that all freshman applicants, regardless of age, submit scores from the American College Test (ACT) for admissions and research purposes. These test results must be on file in the Admissions Office prior to the beginning of classes.**

## **OUT-OF STATE (NON-WEST VIRGINIA RESIDENT) STUDENTS**

All residents of states other than West Virginia who are graduates of accredited or approved high schools and who do not possess serious health or character defects may be accepted for admission to Shepherd College if they meet the following requirements: rank in the upper ½ of their graduating class or have a high school grade point average of 2.50 or better after the sixth (6th) semester and have test scores of 18 or better on the American College Test (ACT) or 860 or better on the Scholastic Aptitude Test (SAT).

The admissions and academic personnel of Shepherd College may require enrollment in basic skills courses, programs or other appropriate measures for a student whose high school record and/or standardized test scores indicate that he or she is deficient in certain areas.

**The West Virginia Board of Regents requires that all freshman applicants, regardless of age, submit scores from the American Colleges Test (ACT) for admissions and research purposes. These test results must be on file in the Admissions Office prior to the beginning of classes.**

## **ADMISSION OF STUDENTS FROM NON-ACCREDITED/APPROVED HIGH SCHOOLS**

Applicants for admission to Shepherd College who are graduates of high schools which are not accredited by a regional accrediting agency or not approved by the state board of education of the state in which they are located must submit scores from the General Educational Development (GED) Test to be considered for admission. Applicants will be considered for admission if they attain a standard score of 35 (which is the State requirement for a high school diploma) on each of the five parts of the GED Test or an average standard score of 45 or above on the entire test. Copies of the applicant's high school transcript, ACT Test scores and GED Test scores must be sent directly to the Director of Admissions at Shepherd College by the high school counselor and testing centers.

## **EARLY ADMISSION PLAN**

Secondary school students with superior ability and maturity are eligible for admission to Shepherd College after completion of three years of secondary school. They must be strongly endorsed by their high school principal and counselor, have a high school grade point average of 3.50 and scores of 28 or better on the ACT exam or 1200 or better on the SAT exam. Applicants must be mature enough to make adequate adjustment to college life. Emphasis is placed, therefore, on the high school record, recommendations from high school personnel and the student's personal interviews with Shepherd College Admissions and Student Affairs staff members. Once admitted, early entrants have the same status as other students, they take regular college programs and are required to meet the usual standards of performance. They

ligible for College financial aid on equal terms with entering high school graduates. Individuals desiring information about the Early Admissions program should contact the Director of Admissions.

## EARLY DECISION

Shepherd College offers an Early Decision Plan to students whose first choice of college is Shepherd. This plan is designed to reduce the burden of the admissions process for those applicants who are considered highly desirable for admission by Shepherd College and who fully intend to matriculate. A student applying for admission under the Early Decision Plan should possess high academic qualifications having a minimum grade of B (3.00) at the end of the sixth semester of high school and will need to meet the admissions requirements as set forth in the College catalog. Under this plan a qualified applicant should receive notice of his acceptance by November 15. Students interested in applying under the Early Decision Plan should write to the Admissions Office at Shepherd College for further information.

## ADMISSION BY G.E.D. TEST

Non-high school graduates (veterans and persons over the age of 19 who have dropped out of high school at least one year or whose senior class has graduated one year previously) will be admitted if they attain a standard score of 35 (which is the State requirement for a diploma) on each of the five parts of the General Education Department Test or an average standard score of 45 or above on the entire test. Such applicants must have no severe character or health defects. G.E.D. scores must be sent directly to the Director of Admissions from the testing center or County Superintendent of Schools.

**The West Virginia Board of Regents requires that all freshman applicants, regardless of age, submit scores from the American College Test (ACT) for admissions and research purposes. These test results must be on file in the Admissions Office prior to the beginning of classes.**

## ADMISSION TO THE NURSING PROGRAM

Students seeking admission into the Associate of Science degree program in Nursing at Shepherd College must meet the general requirements for admission to the college. They must submit:

1. The application for admission to Shepherd College.
  2. Residence Hall Housing Application (if on campus housing is desired).
  3. Transcripts of high school or previous college work.
  4. American College Test (ACT) scores (freshmen only).
- After completing all of the above steps, the student must also complete the following:
1. Submit a Department of Nursing application for admission into the Associate of Science Degree program.
  2. Submit a letter of reference from someone able to assess the applicant's potential success in nursing.
  3. Submit Health Form (required prior to admission).
  4. Arrange for a personal interview with the Director of Nursing Education.
  5. Sit for proficiency examinations in English and mathematics as a part of the on-campus interview.

All of the above listed steps must be completed by December 1 of the year prior to scheduled enrollment. Candidates who are selected for the limited number of openings must possess a good scholastic background which includes the successful completion of courses in algebra and chemistry, good skills in communication, and proficiency in English. In addition, candidates must possess good physical and mental health.



## ADMISSION TO THE PHOTOGRAPHY PROGRAM

Students seeking admission into the Associate of Arts degree program in Photography at Shepherd College must meet the general requirements for admission to the College as set forth in this catalog. In addition to the submission of admissions application forms and credentials for admission to Shepherd, the student must also complete the following:

1. Submit a Photography Department application for admission into the Associate of Arts degree program in Photography.
2. Submit at least two (2) letters of recommendation from individuals able to assess the applicant's potential success in photography.
3. Submit at least four (4) samples of the applicant's photographic work.
4. Arrange for a personal interview with the Chairman of the Art Department.

All of the above listed steps should be completed by March 1 of the year prior to intended enrollment. Candidates who are selected for the limited number of openings must possess a good scholastic background, have a career interest in photography and show artistic potential.

## COLLEGE TRANSFER STUDENTS

Any applicant for admission to Shepherd College who has attended another institution of collegiate rank will be classified as a transfer student whether he has earned credit or not. The College does not under any condition disregard college or university credits earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree at Shepherd College if applicable. College transfer students are required to have a 2.00 or better overall grade point average on all courses attempted and eligibility to return to their former colleges. A student who is on either academic or social probation at another institution is not eligible for admission to Shepherd College. Individuals who have been out of college for a period of at least two full academic years may be considered for admission on academic probation if their grade point average is less than 2.00; during the period of probation, the individual must meet the regulations of the probation policy in effect at the time of attendance.

All grades and credits transferred to Shepherd College are posted on the student's permanent record exactly as received from all other colleges. For admission purposes all grades on the student's transcript(s) will be used in computing the grade point average. Transcripts must be mailed directly to Shepherd from all colleges where the prospective student has previously attended. Transcripts received by Shepherd become the property of the College and cannot be returned to the student. Graduates of regionally accredited junior or community colleges are assigned a maximum of seventy-two (72) semester hours of credit. Credits from colleges that do not have regional accreditation are assigned on the following basis: Shepherd College will assign credits on the basis used by the state university in the state where the unaccredited college is located.

Regardless of the number of hours and the nature of the courses transferred, a minimum of fifteen (15) hours with an average of "C" in the major field must be attained in residence.

After admission to Shepherd College, a student may not transfer to this institution for courses in his major or teaching fields.

Students planning to enter teacher education should be aware of the fact that although a 2.00 is required for admission to the College, this grade point average is not high enough for entrance into the professional education block courses. Students planning to enter elementary education must have a minimum 2.30 grade point average in their field of study and students planning to enter secondary education must have a minimum grade point average of 2.50 in their respective teaching fields.

## ADMISSION OF STUDENTS

An application for admission must be completed by any individual who was not enrolled the semester immediately preceding intended readmission to Shepherd. A health record is valid for five years after original submission. Residence hall applications and deposit checks of \$50.00 should be submitted with the re-admission application if on-campus housing is desired. Students who have been academically suspended from the College should be sure that they are eligible for re-admission prior to the submission of the application form.

## NONDISCAPPED STUDENTS

By section 504 of the Rehabilitation Act of 1973, and by 45 CFR 84, "Nondiscrimination on Basis of Handicap," Shepherd College practices nondiscrimination on the basis of handicap in the areas of employment, program accessibility, admissions, availability of physical facilities, treatment of students, academic and adjustments, financial aid, employment assistance to students, and in non-academic services. No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program sponsored by the college.

The College desires to provide every possible assistance to handicapped students. To do this, however, it must have reasonable notice of the special accommodations it will be asked to provide. Inquiries or requests should be directed to the Office of Student Affairs.

## ADMISSIONS OF FOREIGN STUDENTS

Applications from foreign students should be submitted at least six (6) months prior to the opening of the semester in which the applicant desires to enter. To be admitted the foreign student must demonstrate proficiency in both written and spoken English. Such proficiency can be established by the successful completion of the Test of English as a Foreign Language (TOEFL), administered by the Educational Testing Service, Princeton, New Jersey 08540. A score of at least 550 on this test is required for admission to Shepherd College. Information concerning this test can be secured through the United States Embassies and Consulates throughout the world or by writing to TOEFL, 1755 Massachusetts Avenue, N.W., Washington, D.C. 20036.

The applicant must file an application for admission, a health form and an official transcript of all academic credits and grades. This transcript must be sent directly to the Office of Admissions at Shepherd College by the institution the applicant last attended. Scholastic attainment must be equivalent to that of a high school graduate in the United States. Decisions about admission cannot be made until complete records have been received by Shepherd College and reviewed by the U.S. Office of Education, International Division, Washington, D.C.

Advising for foreign students is provided in the Office of Student Affairs.

**Since no financial assistance is available to foreign students attending Shepherd College, arrangements for all expenses should be made before a student leaves his own country.**

## TRANSIENT STUDENTS

Students who desire to enroll as TRANSIENT STUDENTS may do so upon the submission of a letter of good standing mailed directly to the Office of Admissions at Shepherd College from the institution that the student last attended and the submission of an application for admission at least one month prior to the opening of the semester in which the student decides to enroll.

## **SPECIAL STUDENTS**

Other persons may be considered for admission as special students upon completing an application. Special students may enroll in those courses for which they are qualified. If at a later date the student decides to work toward a degree at Shepherd College, he must submit all documents (transcripts, test scores, etc.) required to be admitted as a degree candidate. Transcripts may be required in order to evaluate competencies before enrolling in certain courses.

## **AUDITING COLLEGE COURSES**

A student may audit a college course by making application in the Office of Admissions as an auditor. An auditor is expected to comply with the instructional attendance policy. Regular college fees are charged for persons auditing a course.

## **HIGH SCHOOL HONORS PROGRAM**

The Shepherd College Secondary School Honors Program offers a stimulating summer or regular semester of college work to the outstanding and highly motivated secondary school student who has completed his junior year.

The Honors Program gives the high school student an opportunity to take accredited college courses along with the college student. By competing at the college level, the honors student can confirm his fitness for collegiate studies before the start of his senior year and earn full college course credit while still in high school.

### **ELIGIBILITY**

The High School Honors Program can admit only a limited number of students who meet its standards to Shepherd College each year. The applicant should be completing or have completed his junior year of high school and should have maintained at least a "B" average during his high school course work. Applicants will be screened for ability, interests, initiative, emotional stability and social maturity.

The Honors student enrolls in regular college courses under the same regulations that apply to all undergraduate students registered for credit at Shepherd College. Depending upon his background, aptitudes, and recommendations from high school personnel, the honors student may choose a wide variety of college courses. Because a major purpose of this program is to insure a complete and realistic introduction to college studies, only a limited number of honors students are admitted to any one section of a course.





## COLLEGE COURSE CREDIT

Credit earned in the High School Honors Program is applicable towards a degree at Shepherd College should the student decide to matriculate here. The credits are transferable elsewhere depending upon the policies of the individual college to which the student might later apply.

College credits are awarded when the student completes all requirements for graduation from high school. No student will be permitted to register for more than fifteen (15) semester hours of college course work in any one semester. Course fees and tuition will be the same as that for a regularly enrolled student of Shepherd College.

## APPLICATION AND ADMISSION

The student will apply for Admission to Shepherd College for the High School Honors Program using the regular college admission application form. The student should check the space marked "High School Honors" on the front page of the application form. The applicant will follow all regular college admissions procedures outlined in the Shepherd College Catalog and should submit scores from the American College Test (ACT) prior to enrolling for courses or before the end of the first semester of enrollment.

To be admitted to the High School Honors Program, the student must have the written approval of his high school principal and guidance counselor on file with the Director of Admissions at Shepherd College. The applicant should return the completed admissions application form to his guidance counselor who will attach a copy of the student's high school transcript and mail the materials to Shepherd College. Officials of Shepherd College must approve the specific courses in which the honors student enrolls.

All applications for admission to this program must be submitted at least thirty days prior to the beginning of the semester or summer session in which the student wishes to begin the honors program. Admissions materials may be obtained from the high school guidance office or from the Admissions Office at Shepherd College.

Questions concerning the Shepherd College High School Honors Program should be directed to the Director of Admissions.

## SERVICEMEN'S OPPORTUNITY COLLEGE (SOC)

Shepherd College is a member institution of the Servicemen's Opportunity College Program. This program provides opportunities for servicemen and women to pursue educational programs through a variety of traditional and non-traditional means — on-campus and on-base, in a variety of instructional modes or delivery systems and at times appropriate to their duty assignments. Shepherd College will work with servicemen and women to ensure that course work taken elsewhere is not lost when the student enters Shepherd College.

Shepherd College has designated a trained counselor as the servicemen's counselor. This individual is available at times and locations convenient to the servicemen and women to assist them in their understanding of all educational options available within the SOC program. Tutorial services and similar learning assistance programs are available.

The SOC program provides maximum recognition of educational experiences gained in the Armed Services. The use of United States Armed Services Institute (USASI) courses, the College Level Examination Program (CLEP), College Entrance Examination Board (CEEB) Advanced Placement tests and other recognized tests will be used to award credit to the SOC participant.

Individuals interested in learning more about the SOC program at Shepherd College should write to the Registrar at Shepherd College.

## CLEP TESTS

Students will be awarded credit for the successful completion of any or all CLEP Subject Examinations presently offered or developed in the future. They must achieve a score equal to or above the recommended score of the model policy of the College Board's Council on College-Level Examinations current at the time the examination was taken, that is the fiftieth percentile. Credit shall be awarded for the number of semesters for which the examination was designed. A grade shall not be assigned and the credit will not be included in the computation of the student's grade point average.

If credit in general education does not meet specific program requirements at Shepherd College, the credit shall be used as elective credit. The permanent academic record of the student shall indicate which credit was earned by CLEP examination. Credit for courses involving field-based aspects is not awarded on the basis of CLEP scores. Students must be enrolled at Shepherd College in order to receive credit from the institution. Students who have taken CLEP examinations prior to enrollment must submit an official CLEP transcript. The Chancellor of the West Virginia Board of Regents shall appoint a committee to review these regulations periodically.

Students currently enrolled at Shepherd College may take the CLEP examination on campus. Persons desiring to enroll at Shepherd College who wish CLEP credit as part of their admission must take the examinations at another testing center. The closest center to Shepherd College is located at Frederick Community College, Frederick, Maryland.

## TRANSFER ARTICULATION AGREEMENTS

Shepherd College has developed transfer articulation agreements with a number of two-year and community colleges. These agreements facilitate the transferring of credits among the participating institutions. Students may consult these documents for information on specific course-by-course transfer, and are urged to do so early in planning their college programs.

Class standing at Shepherd College will be based on the semester or quarter credits transferable to Shepherd.

Articulation agreements have been or are being developed with the following institutions:

Allegany Community College, Cumberland, Maryland  
Anne Arundel Community College, Arnold, Maryland  
Brandywine College, Wilmington, Delaware  
Catonsville Community College, Catonsville, Maryland  
Cecil Community College, North East, Maryland  
Chesapeake College, Wye Mills, Maryland  
Essex Community College, Baltimore County, Maryland  
Frederick Community College, Frederick, Maryland  
Garrett Community College, McHenry, Maryland  
Hagerstown Junior College, Hagerstown, Maryland  
Harford Community College, Bel Air, Maryland  
Howard Community College, Columbia, Maryland  
Lord Fairfax Community College, Middletown, Virginia  
Montgomery College, Rockville, Takoma Park and Germantown, Maryland  
Northern Virginia Community College, Annandale, Alexandria, Sterling, Maryland  
and Woodbridge, Virginia  
Parkersburg Community College, Parkersburg, West Virginia  
Potomac State College, Keyser, West Virginia  
Prince Georges Community College, Largo, Maryland



Southern West Virginia Community College, Logan and Williamson, West Virginia  
Virginia Community College System, Richmond, Virginia  
West Virginia Northern Community College, Wheeling and Weirton, West Virginia  
Applicants interested in the details of these articulation agreements should  
contact one of the colleges involved or the Office of Admissions at Shepherd College.  
Officials of other institutions desiring articulation agreements with Shepherd College  
should contact the Director of Admissions at Shepherd.

## **COLLEGE CREDIT FOR MILITARY SERVICE**

Institutions of higher learning in West Virginia will grant four (4) semester hours  
to an individual who presents a copy of his DD-214 Form after completing a minimum  
one year of active military service. This credit shall be assigned to physical educa-  
tion, hygiene, military training or appropriate electives. The four semester hours  
allowed for basic or recruit training may be counted as lower division physical edu-  
cation unassigned, or may be counted toward the following requirements: two hours,  
Health Education; two hours, First Aid; four hours, Recreational Activities; four hours,  
Team Sports

Correspondence work completed at accredited institutions of higher learning  
operating with the Armed Forces Institute will be accepted by institutions of  
higher learning in West Virginia for the amount of credit allowed by the institution  
in which the credit was earned, but not to exceed 28 semester hours.

## **WAIVING FRESHMAN ENGLISH**

Students who score well on the English Placement Exam will be notified that they  
are eligible to attempt to waive 60-101 Written English. Students interested in  
exercising this option should go immediately to the chairman of the Freshman Waiver  
Committee, who will administer a written examination. If successful, the student may  
proceed directly to 60-102 Written English. No credit is allowed for the waived course;  
students are expected to take an upper division English course as a substitute. (This  
substitute would normally be taken during the junior or senior year of study.)



## **DELAYED ENROLLMENT PLAN**

Students who are offered admission to the freshman class at Shepherd College may postpone their enrollment for one year. Admitted freshmen who choose this option must submit a letter requesting that their application be reconsidered by April 1 for the fall semester, May 1 for the summer terms, or November 1 for the spring semester. These students will be guaranteed space, except in the Nursing and Photography Programs, if they satisfy previous admission requirements made as conditions of their original admission. They must have an honorable record in the intervening year. Assurance of future admission does not apply to students who enroll in another college or university during the intervening period; in such cases, it will be necessary to consider the student as a transfer applicant based on the course work taken at the other college or university. The student delaying his enrollment must complete a new admissions application form to update information about himself and his proposed academic program.

## **ENROLLMENT PROCEDURES**

A high school student may obtain an admission application from his high school guidance counselor or by writing directly to the Office of Admissions, Shepherd College, Shepherdstown, West Virginia 25443. He must complete the admissions application and return it with the health form, housing application and room reservation deposit (if applicable), and the financial aid application (if he desires financial assistance) to the Director of Admissions. He should request that his high school send his official transcript to the Director of Admissions. This transcript must include his class rank or G.P.A., grading scale, courses taken, senior courses in progress and test scores taken. After his application and official transcript have been received, he will be notified of his acceptance or denial.

Each student should familiarize himself with the College catalog and all requirements for certification and degrees, and will be held primarily responsible for meeting these requirements.

A student who has been officially admitted to the College will receive instructions and information regarding the Orientation Program and Registration from the Office of the Admissions. An advisor will be appointed for all first-time enrollees. The student should feel free at all times to contact his advisor to plan and discuss his schedule and academic program. Advisors are chosen in the field in which the student is majoring. Ordinarily, a student has the same advisor until he graduates unless he changes his field of study.

## **ORIENTATION, TESTING AND EARLY REGISTRATION**

New freshman and transfer students who will be entering Shepherd College for the first time will have the opportunity to attend an early registration and testing session held on one of several dates in April or June. Students attending these sessions will meet with their academic advisors, will plan their fall course schedules, and will register for their fall semester courses. Students will also take math and English placement tests at this time.

An orientation program is held prior to classes during August and January of each year. All new students are encouraged to attend.

## **POLICY REGARDING CLASSIFICATION OF RESIDENTS AND NON-RESIDENTS FOR ADMISSION AND FEE PURPOSES**

The West Virginia Board of Regents at its meeting November 13, 1973, adopted the following regulations governing the classification of students as residents or non-residents for admission and fee purposes at all institutions under its jurisdiction, effective January 1, 1974.

## CLASSIFICATION OF RESIDENTS AND NON-RESIDENTS FOR ADMISSION AND FEE PURPOSES

**1. General:** Students enrolling in a West Virginia public institution of higher education shall be classified as resident or non-resident for admission, tuition and fee purposes by the institutional officer designated by the President. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, declarations, or other evidence as are deemed necessary to establish the domicile of the student. The burden of establishing residency for tuition and fee purposes is upon the student.

If there is a question as to residence, the matter must be brought to the attention of the designated officer and passed upon at least two weeks prior to registration and payment of tuition and fees. Any student found to have made a false or misleading statement concerning his residence shall be subject to disciplinary action and will be charged the nonresident fees for each session theretofore attended.

**2. Residence Determined by Domicile:** Domicile within the state means adoption of the state as a fixed permanent home and involves personal presence within the state with no intent on the part of the person to return to another state or country. West Virginia domicile may be established upon the completion of at least twelve months of continued residence within the state prior to the date of registration provided that such twelve months residency is not primarily for the purpose of attendance at any institution of learning in West Virginia.

Establishment of West Virginia domicile with less than twelve months residence prior to the date of registration must be supported by proof of positive and unequivocal evidence, such as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such rights, registering of motor vehicles in West Virginia, and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the state. Proof of any one of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.

**3. Minors:** Minors are defined by the West Virginia Code (2-2-10) as persons under eighteen years of age. The residence of a minor shall follow that of the parents at all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father, or the residence of the mother if the father is deceased, is the residence of the unmarried or unemancipated minor. If the father and mother have separate places of residence, the minor takes the residence of the parent with whom he has been assigned by court order. The parents of a minor will be considered residents of West Virginia if their domicile is within the state.

A minor student who is properly admitted to an institution as a resident student shall retain that classification as long as he enrolls each successive semester.

**4. Emancipated Minor:** An emancipated minor may be considered as an adult in determining residence, provided satisfactory evidence is presented that neither of his parents, if living, contribute to his support nor claim him as a dependent for federal or state income tax purposes.

In the event that the fact of emancipation is established, the emancipated minor assumes all of the responsibilities of an adult to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved principally for the purpose of establishing residence for attendance at an institution of higher education.





**5. Students Eighteen Years of Age or Over:** A student eighteen years of age or over may be classified as a resident if (1) the parents were domiciled in the state at the time the student reached majority and such student has not acquired a domicile in another state, or (2) while an adult the student has established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia means that the student must not be in the state primarily to attend an educational institution and he must be in the state for purposes other than to attempt to qualify for resident status.

Any non-resident student who reaches the age of eighteen years while a student at any educational institution in West Virginia does not by virtue of such fact alone obtain residence in this state for admission or tuition and fee payment purposes.

A student who is properly classified as a resident at the time that he reaches the age of eighteen shall continue to be classified as a resident as long as he enrolls in successive semester and does not establish a domicile, or legal residence, in another state.

**6. Change of Residence:** An adult student who has been classified as a non-resident or of-state resident and who seeks resident status in West Virginia must assume the burden of proving conclusively that he has established domicile in West Virginia with the intention of making his permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements but also by his actions. The designated institutional officer in making his determination shall consider the following actions as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such rights, registering of motor vehicles in West Virginia and possessing a valid West Virginia driver's license.

er's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which give evidence of intent to remain indefinitely within the state. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against a change in residence classification may include such considerations as the fact that the student is not self-supporting, that he is carried as a dependent on his parents' federal or state income tax returns or his parents' health insurance policy, and that he normally does not remain in the state when school is not in session.

**7. Marriage.** The residence of a married person is determined by the same rules of domicile which would apply if he or she were not married.

**8. Military.** An individual who is on active military service or an employee of the federal government may be classified as a resident for the purpose of payment of tuition and fees provided that he established a domicile in West Virginia prior to entering into federal service, entered the federal service from West Virginia, and was at no time while in federal service claimed, or established a domicile in another state. Sworn statements attesting to these conditions may be required. The wife and dependent children of such individuals shall also be classified as residents of the State of West Virginia for tuition and fee purposes. Persons assigned to full-time active military service and residing in West Virginia may be classified as in-state residents for tuition and fee purposes after twelve months continuous location in the state.

**9. Aliens:** An alien in the United States on a resident visa, or who has filed a petition for naturalization in the naturalization court, and who has established a bona fide domicile in West Virginia may be eligible for resident classification, provided he is in the state for purposes other than to attempt to qualify for residency status as a permanent resident.

**10. Local Requirements:** Among the factors necessary for consideration of a student as a West Virginia Resident for tuition purposes, Shepherd College requires that a driver's license, voter registration card and other credentials be obtained *prior* to enrollment at Shepherd College.

**11. Local Appeal Process:** After the Registrar has rendered a written decision regarding residency for tuition and fee purposes, a student may appeal the decision in writing in not less than ten (10) days nor more than thirty (30) days immediately following the Registrar's decision to the Residency Appeals Committee at Shepherd College. Proceedings of the Residency Appeals Committee shall be taped and available to the President. After a written decision is rendered by the Residency Appeals Committee a copy shall be given to the student, a copy shall be prepared for the Registrar; and a third copy shall be placed in the student's folder in the Office of the Registrar.

If a student wishes to appeal the decision of the Residency Appeals Committee, the student shall notify the President in writing in not less than ten (10) days nor more than thirty (30) days after notification from the Residency Appeals Committee. Proceedings of the appeal with the President shall be taped and available to the West Virginia Board of Regents. After a written decision is rendered by the President, a copy shall be given to the student and a second copy shall be placed in the student's folder in the Office of the Registrar.

**12. Board of Regents Appeal Process:** The decision of the President of the college may be appealed in writing with supporting documentation to the West Virginia Board of Regents. The appeal will be received by the Board of Regents Committee on Appeals.





## SECTION III

# STUDENT LIFE

The Student Affairs staff at Shepherd College is employed to help enrich student life and to help students reach their educational objectives. Assistance in various forms is provided by the Student Affairs staff. Counselors assist students by helping them to choose an appropriate major, plan a career, or solve personal/social problems.

The Student Affairs staff also provides for the physical needs and comforts of the student who lives on campus. To this end, the Student Affairs Office is in charge of housing, food service, health services, and campus security. It provides for organized parking and regulates the operation of vehicles on campus.

To help students meet their financial obligations and needs, a member of the Student Affairs staff, namely the Director of Financial Aid, administers college scholarships, grants, loans, and on-campus student employment.

Programs and activities coordinated by the Student Affairs staff range from social-recreational programs to creative arts lecture forum-type programs. In addition there are intramural programs in which all students are invited to participate. Student boards plan many of the social-recreational activities. Any student in good academic standing is welcome to serve on these boards. The programs and resources of the College Center are under the able administration of a Center Director who is a member of the Student Affairs staff.

As tradition would have it, certain events coordinated by the Student Affairs staff highlight the campus calendar annually. These would include Homecoming, Parents' Winter Carnival, Student Recognition Day, and Spring Weekend.

Thus, from Orientation Days at the time of enrollment to job placement following graduation, the Student Affairs staff provides assistance as needed to Shepherd students.

## SERVICES ADMINISTERED BY STUDENT AFFAIRS STAFF

### ORIENTATION TO COLLEGE

You've heard people say, "Start off on the right foot and the rest is easy." To help students make a smooth transition from high school to college, Shepherd conducts a three-phase orientation program. Phase one consists of a one day spring or summer program which gives new students an opportunity to meet with faculty, discuss their academic program and schedule classes for the fall semester. Phase two of the program is conducted in the fall and is designed to help new students make the adjustment, academically and socially, from high school to college. Because these programs are designed to help students make a satisfactory adjustment to college, all new students accepted for admission in the fall semester are expected to attend. Dates for the spring orientation program are announced to newly admitted students early in the spring.

### COUNSELING, CAREER PLANNING, AND PLACEMENT

The Dean of Student Affairs employs a counseling and placement staff to help students develop personally, socially, and intellectually. This staff is also employed to help students refine their career plans, establish a career objective, and move successfully toward that objective.

One of the primary concerns of this staff is that of helping students adjust to the college environment. Confidential treatment of 'personal matters' is the byword of the counseling center.

The coordinator of career planning and placement schedules employment interviews for graduating seniors and alumni. Such interviews are scheduled in both teaching and non-teaching fields. Representatives of business, industry, government and boards of education are invited to the campus for the purpose of recruiting Shepherd graduates. A listing of off-campus employment is maintained in this office.

Staff members in this office work closely with members of the Office of Academic Advisement.

## **HOUSING PROGRAMS AND SERVICES**

At Shepherd College, residence hall life is considered an important part of the educational program. It is our hope that dorm life will provide opportunities for educational growth and development in areas related to formal studies. Thus, all single students not commuting from home, regardless of age, are required to live in a college residence hall. In the event space is not available in a residence hall, exceptions may be made with the following priority: 1) In cases where it appears that a student will suffer a significant hardship because of medical, or other good reasons shown; 2) cases of older students, as, for example, returning military veterans and previously married students; 3) seniors; 4) juniors; and 5) sophomores.

Activities, programs and counseling services are planned and carried out to the benefit of residents, providing them with opportunities to learn to live happily and comfortably within groups. A major value of the experience is learning to live in such a manner as not to infringe upon the rights of others and to this end the residence halls have specific standards developed by the staff and residents to assist in group living and citizenship education.

By accepting a room reservation in a residence hall, students agree that they will follow the rules and regulations found in the Residence Hall Manuals and the Student Handbook and will not conduct themselves in any way that will infringe upon the rights and privileges of other individuals or the group.

Rooms are furnished with single beds, dressers, chests, desks and chairs. Residents supply linens (a rental plan is available) pillows, blankets, bedspreads, mattresses covers, rugs, and accessories to suit their tastes.

The college is not responsible for the personal property of students in a residence hall. Normally, all personal property is removed when a student withdraws, but in unusual circumstances the college will keep personal property for two weeks. Property left two weeks after a student has withdrawn will be discarded.

## **FOOD SERVICES**

To provide for the eating pleasure and nutritional needs of students the College operates a well-equipped Dining Hall. This facility is catered by an outstanding national food catering service. The Dining Hall is conveniently located on Residence Hall Campus between Kenamond and Turner Halls. Off-campus students may take advantage of the College food service by either purchasing a meal ticket from the College Business Office or by paying for meals at the time they are purchased. All Residence Hall students are required to purchase meal tickets. Food is served cafeteria style.

## **HEALTH SERVICES**

The Shepherd College Student Health Center is located on the ground floor in the west wing of Gardiner Residence Hall. It is equipped with medical and surgical instruments for examination, diagnosis, and treatment of minor medical conditions.

In addition to an infirmary with accommodations for bed patients, it has a waiting area, an office, and treatment rooms.

The Student Health Center staff consists of registered nurses and an affiliated physician.

After being admitted, all new students, including transfers, must file a Student Health Record with the Director of Admissions. The Director of Admissions will provide a form to be used.

Shepherd College will not assume financial responsibility for medical treatment and the regular services of the college nurse and physician. In case of serious illness the student may be hospitalized in nearby Martinsburg, or families may be asked to take the student home to their family physician. A health insurance plan is available to students. Questions about this plan and its cost should be directed to the Student Affairs Office.

Special health services are available to veterans at the Veterans Administration Hospital, Martinsburg, West Virginia.





# PROGRAMS AND ACTIVITIES

## CREATIVE ARTS LECTURE-FORUM SERIES

Shepherd College and the Jefferson County Arts Council cooperatively plan a wide range of creative arts and lecture-forum programs. Internationally known performers in the arts, leading scholars, and other prominent specialists are brought to the campus each year. Students and faculty members also contribute to the creative arts programs of the campus. Student-faculty art exhibits, recitals, concerts, and plays are an important part of campus life. As a result of this cooperative effort, interesting and enjoyable programs are held each year for the benefit of students and community.

## THE COLLEGE CENTER AND ITS PROGRAMS

Perhaps the most popular social and recreational spot on campus is the College Center. This Center is not just a building; it is also an organization and a program. Together they represent a well considered plan for community life on campus. Through various boards, committees and staff, the Center provides cultural, social, and recreational programs aimed at supplementing the campus instructional program.

What specifically does the College Center offer? It is the location of a cafeteria, a snack bar known as the Ram's Den. It also has a Pub Lounge, a bookstore and a gift shop, numerous recreation areas, a ballroom and a variety of offices.

The recreation rooms include: 1) eight bowling lanes; 2) a large activity room with pool tables, card tables, pool tables, table tennis, etc.; 3) a ballroom for movies, large meetings, dances and parties; and 4) several rooms available for relaxation, study, and "rap" sessions with fellow students.

The College Center has meeting rooms and numerous offices that are used by many recognized campus organizations, the Student Government Association, the Center Program Board, the Center Director, the Assistant Center Director/Program Coordinator, and Counseling staff.

The Program Board is the campus committee responsible for planning social functions such as dances, movies, coffee house acts, tournaments and special events which take place throughout the year. The movies scheduled are among the latest released for distribution to college audiences by the distributors.

When dances and movies are held in the College Center, admission is open to all Shepherd students, their dates and guests. Students must show valid I.D. cards. Guests must show valid identification such as drivers licenses.

Tournaments are often held in the College Center. Many of these are initiated at the residence hall level with play-offs taking place in the College Center.

Special annual events include Homecoming Weekend, Parents Weekend, Spring Weekend, the Founders Day Ball, Winter Carnival, and Arts and Crafts Festival. As you can readily see, the College Center is a focal point for activities at Shepherd College. However, the success for all activities depends largely upon student ideas, planning, hard work, cooperation and participation.

## RELIGIOUS LIFE

Shepherd College is committed to an ethical approach to living and the values implicit in religion. Shepherdstown has seven churches: Baptist, Episcopal, Lutheran, Methodist, Presbyterian, Reformed and Roman Catholic. Synagogues and churches of other denominations are located in nearby communities.

Various religious groups sponsor recognized campus organizations which provide many opportunities for spiritual fellowship. These organizations sponsor rap sessions,

by groups, coffee houses and other similar activities. Opportunities for religious counseling are provided by campus chaplains. These are ministers from local churches who serve campus students on an informal basis and who encourage students to participate in local church activities. At times outstanding leaders in the field of religion are invited to speak at student convocations.

## CIAL POLICY

The staff at Shepherd College assumes that students enroll with a sincere desire to become better educated individuals and to prepare themselves for useful, productive lives.

The aim of the College is to lead students to cultivate habits of study, application, self-control, a high sense of honor, truthfulness and an interest in maintaining moral atmosphere. Those who are not disposed to support heartily a sentiment of this kind should not apply for admission. The college reserves the right to take appropriate action, including separation from the college, for violations of accepted standards. All students are expected to be familiar with and to be governed by the policies found in the student handbook which is entitled *The Scoop*.

# MISCELLANEOUS STUDENT PERSONNEL POLICIES

## FOR VEHICLE REGISTRATION

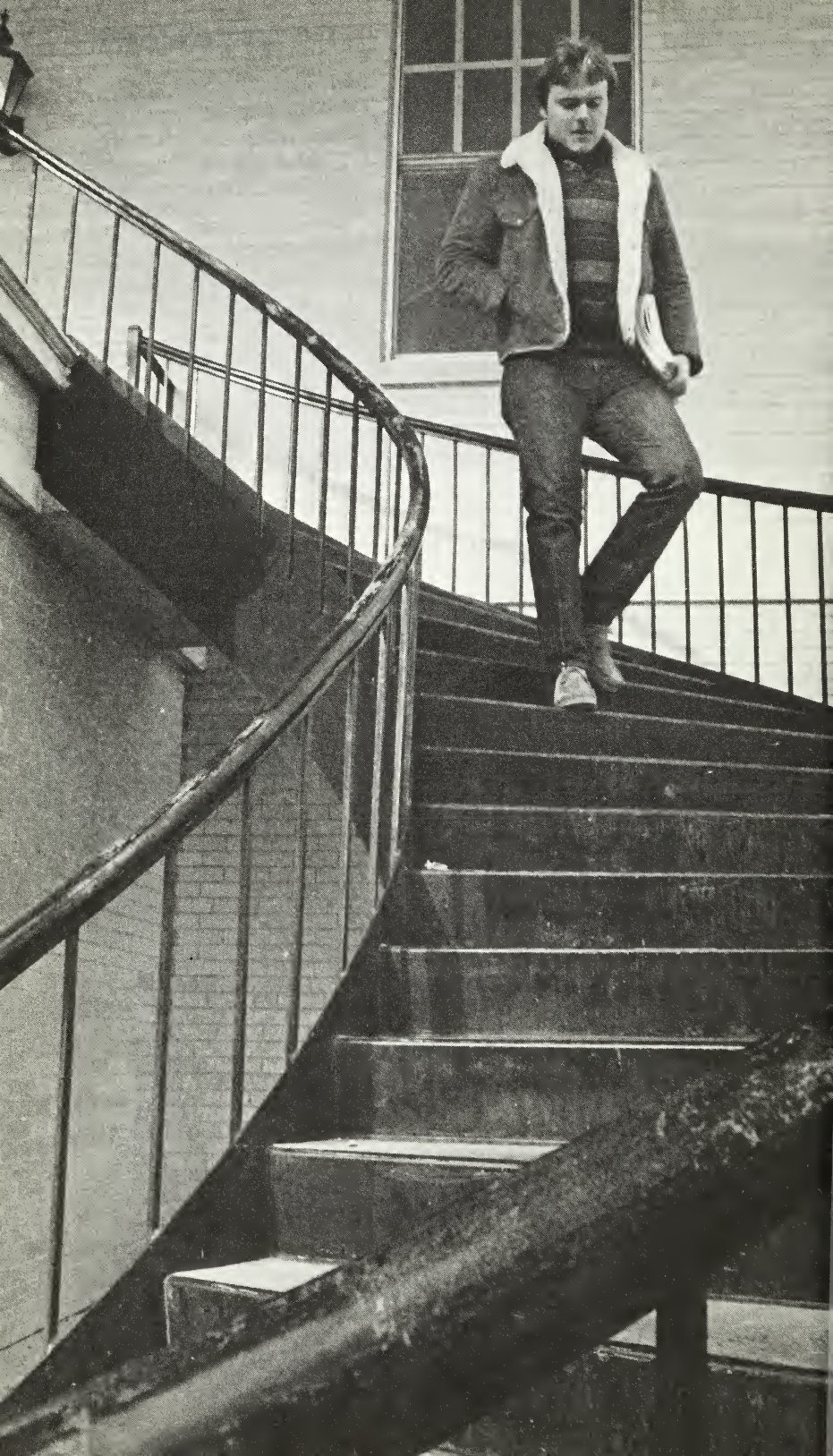
Students who are eligible to have and operate motor vehicles must register all motor vehicles operated or parked on the college campus. The registration fee does not guarantee a parking space and it is the responsibility of the operator of a vehicle to obtain a legal parking space on or off campus.

## IDENTIFICATION CARDS

All students are furnished with an identification card. Students who pay an activity fee and an athletic fee may use this card for admission to athletic and other college events. Students who do not pay these fees will be charged for admission to such events. Students are required to carry this card at all times. Refusal to show identification card to college officials when requested to do so is a violation of college policy. Identification cards may be replaced by paying a \$2.00 replacement fee. Identification cards are the property of Shepherd College and are loaned to students for their use while attending Shepherd. They are to be surrendered to the Dean of Student Affairs upon withdrawal, transfer, or graduation.









## SECTION IV

# EXPENSES AND FINANCIAL ASSISTANCE

## TUITION AND FEES

### PAYMENT

The regulations of the West Virginia Board of Regents stipulate that: "No financial aid of any type shall be extended to any individual, either student or other, at any college or institution. All colleges and institutions shall operate strictly on a cash basis with all payments and obligations being collected in advance. All tuition and fees must be collected in full for each semester on enrollment (registration) day."

If payment is made by check, registration will be considered incomplete until the check covering the required fees has cleared the bank on which it was written. The cashier will accept cash, money orders or approved personal checks written for the exact amount of the obligation. All checks must be payable to Shepherd College and third party checks will not be accepted. The student's registration may be cancelled when payment is made by a check which is dishonored by the bank. If the returned check is in payment of tuition and fees, the business office will be required to declare fees unpaid and registration cancelled. The return of a check for any reason constitutes late registration and the applicable late registration fee shall be assessed. In such case the student may be reinstated upon redemption of the unpaid check, payment of the \$10.00 handling charge and payment of the applicable late fee of \$10.00. The returned check handling fee of \$10.00 will be collected for each check returned unpaid by the bank upon which it is drawn unless the drawer can obtain an admission of error from the bank.

All student charges are payable at the time of registration for each semester. Any outstanding and unpaid financial obligation to the college can result in withholding student's grades, transcript of credits, diploma and official reports. Students will not be permitted to attend classes until registration has been completed. Students in arrears to the college from a previous semester or term will not be permitted to enroll until obligations are paid.

Student employees will be required to pay tuition and fees at the same time as other students. The student employee will receive monthly paychecks from the State of West Virginia for work performed during the previous month. ***All fees and expenses subject to change without prior notice.***

### ENROLLMENT FEES PER SEMESTER

#### West Virginia Students

6 Hours or more (Full-Time)	\$233.00	6 Hours	\$ 90.00
5 Hours	218.00	5 Hours	75.00
4 Hours	202.00	4 Hours	60.00
3 Hours	187.00	3 Hours	45.00
2 Hours	172.00	2 Hours	30.00
1 Hour	155.00	1 Hour	15.00

#### Students of State

6 Hours or more (Full-Time)	\$733.00	6 Hours	\$342.00
5 Hours	676.00	5 Hours	285.00
4 Hours	618.00	4 Hours	228.00
3 Hours	562.00	3 Hours	171.00
2 Hours	505.00	2 Hours	114.00
1 Hour	448.00	1 Hour	57.00

**West Virginia Students Enrolled in South Branch Valley  
(Counties of Grant, Hampshire, Hardy, Mineral and Pendleton)**

12 Hours or more (Full-Time)	\$180.00	6 Hours	\$ 90.00
11 Hours	165.00	5 Hours	75.00
10 Hours	150.00	4 Hours	60.00
9 Hours	135.00	3 Hours	45.00
8 Hours	120.00	2 Hours	30.00
7 Hours	105.00	1 Hour	15.00

**Out of State Students Enrolled in South Branch Valley  
(Counties of Grant, Hampshire, Hardy, Mineral and Pendleton)**

12 Hours or more (Full-Time)	\$684.00	6 Hours	\$342.00
11 Hours	627.00	5 Hours	285.00
10 Hours	570.00	4 Hours	228.00
9 Hours	513.00	3 Hours	171.00
8 Hours	456.00	2 Hours	114.00
7 Hours	399.00	1 Hour	57.00

**Audit Fees Per Semester**

Enrollment fees for students enrolled in courses for audit (without credit) are the same as if credit were given.

**Extra Curricular Fees**

Students enrolled for less than 7 credit hours have the option of paying the student activity and/or athletic fees in full and participating in these institutional programs. The basic charges are \$23.00 for the student activity fee and \$20.00 for the athletic fee per semester, respectively.

**EXPLANATION AS TO USE OF ENROLLMENT FEES**

	<b>West Virginia Students (Full-Time Rate)</b>	<b>Out of State Students (Full-Time Rate)</b>
Tuition Fee: Restricted for state-wide capital improvement purposes by West Virginia Statute	\$ 25.00	75.00
Registration Fee: Restricted for state-wide capital improvement purposes by West Virginia Statute	50.00	50.00
Higher Education Resource Fee: Directly deposited to the general revenue fund of the State	75.00	25.00
Intercollegiate Athletic Fee: Restricted to defray expenses associated with the College's intercollegiate athletic program	20.00	20.00
Student Activity/Co-Curricular Fee: Restricted to defray expenses associated with the College's student activity/co-curricular programs with recommendations through the Student Government Association	23.00	23.00
Medical Fee: Restricted to defray expenses associated with the College's Health Center	5.00	5.00
Student Union Fee: Restricted to defray building and other expenses associated with the Shepherd College Center	35.00	35.00
<b>TOTAL</b>	<b>\$233.00</b>	<b>733.00</b>

**REFUND POLICY**

Students who withdraw in accordance with College procedures may receive a refund of tuition and fees in accordance with the schedule outlined below. Refund is determined from the first day of the school term, which officially begins with C

and Registration Days. The official withdrawal date is certified by the Registrar. Checks are issued through the State Treasury and receipt of a refund may take up to six weeks depending upon the date of withdrawal.

#### **Regular Session**

During first and second weeks	90%
During third and fourth weeks	70%
During fifth and sixth weeks	50%
Beginning with seventh week	No Refund

#### **Summer Terms**

During first and second class days	90%
During third and fourth class days	70%
During fifth and sixth class days	50%
Beginning seventh class day	No Refund

#### **SPECIAL FEES**

Identification	16.00
Identification Card Replacement	5.00
Registration	10.00
Transportation	5.00
Parking — per year, per vehicle (Day)	5.00
Parking — per year, per vehicle (Night)	1.00
Students Bachelor of Arts (RBA) Evaluation	50.00
Returned Check Handling	10.00
Special Examination for course credit	25.00
Transcripts — after first transcript	2.00

Special fees are subject to change without prior notice.

### **ROOM AND BOARD**

#### **MENT**

Room and board charges plus five percent West Virginia Sales Tax for room rental must be paid in full at the time of registration. Private dormitory room rentals are subject to room availability and authorization of Dean of Student Affairs. Private room cost is one and one-half times the double room rate. Students residing in dormitory rooms with occupancies greater than designed capacity will be refunded \$45.00 per semester. If the crowded room conditions are for less than an entire semester, refunds will be pro-rated on a weekly basis. Once a room has been occupied, the student is liable for rent for the entire semester or summer term. In accordance with the residence hall contract no room rent will be refunded when a student withdraws from college. Students absent from the campus seven or more consecutive days because of illness or other excusable reason will not be charged for meals, but no deduction will be made from room rental during the absence. Board payment will be refunded beginning the next full week following the date of withdrawal from the college. All room deposits and board refunds must be authorized by the Dean of Student Affairs.

For new freshmen and transfers, notice of cancellation of room reservation must be received in the Office of Admissions by June 30 for the fall semester or in the Office of Student Affairs by November 30 for the spring semester. For continuing students, notice of cancellation of room reservation must be received in the Office of Student Affairs by June 30 for the fall semester and by November 30 for the spring semester. Failure to meet this deadline will result in forfeiture of the room deposit.



# ROOM AND BOARD RATES REGULAR SESSION (Per Semester)

Boteler, Gardiner, Kenamond & Turner (Room & Board)

Miller, Shaw & Thacher Halls (Room & Board)

Board Only (19 meals per week)

Room Deposit — Refundable

# ROOM RATE SUMMER TERMS 1982 (Per Term)

Shaw and Thacher Halls (Room only)

Rates are subject to change. Food service is not available during summer session. Meals may be purchased on a casual basis in the College Center. All rates listed above exclude West Virginia Sales Tax.

# EDUCATIONAL COSTS PAYABLE AT REGISTRATION (Per Semester)

	West Virginia Students (Full-Time Rate)	Out-of-State Students (Full-Time Rate)
<b>Tuition and Fees</b>	\$233.00	\$733.00
<b>Room and Board*</b>	723.25	723.25
<b>Total</b>	<u>\$956.25</u>	<u>\$1456.25</u>

\*Room and Board costs detailed here include West Virginia sales tax. The rates in this illustration are for Boteler, Gardiner, Kenamond, and Turner Halls. Shaw and Thacher Halls are air conditioned, Miller Hall has suite type accommodations. Single room rates are \$42.00 additional.

In addition to the costs listed above students should expect books and supplies expenses of approximately \$200, personal expenses of \$450 and transportation expenses of \$100 per semester. These costs are only estimates and will vary with students. More detailed information is available through the Financial Aid Office.

# REDUCED TUITION OUT-OF-STATE ACADEMIC PROGRAMS AVAILABLE TO WEST VIRGINIA RESIDENTS

West Virginia provides for its residents who wish to pursue academic programs not available within the State through the Academic Common Market and contract programs. Both programs provide for West Virginians to enter out-of-state institutions at reduced tuition rates. Contract programs have been established in study in veterinary medicine, optometry, architecture, and podiatry; the Academic Common Market provides access to numerous graduate programs. The program is restricted to West Virginia residents who have been accepted for admission to the specific programs at designated out-of-state institutions. Further information may be obtained through the West Virginia Board of Regents in Charleston.



## **FINANCIAL ASSISTANCE**

### **PHILOSOPHY OF FINANCIAL AID**

#### **WHAT IS FINANCIAL AID AND WHO IS ELIGIBLE**

Financial aid is money made available to assist students with college expenses. At Shepherd College over 90% of our financial aid is awarded to students who have, through application, shown that they have need of additional money in order to meet college expenses. The remainder of the money is scholarships awarded to students with special skills or excellent academic records.

Financial need is the difference between the cost of education and the amount that the student and his family can afford to pay. To determine a student's financial need, Shepherd College uses a document known as the Financial Aid Form (FAF) published by the College Scholarship Service to obtain the financial data of the family.

#### **STUDENTS ENROLLED IN SOUTH BRANCH VALLEY**

It should be noted that students who attend classes in the South Branch Valley or other off-campus locations are eligible to apply for financial aid so long as they are enrolled as at least half-time students in a degree granting program and are permanent residents of the United States. Being eligible to apply does not guarantee eligibility for assistance, but students should make application or inquiry.

#### **WHAT TYPES OF FINANCIAL AID ARE AVAILABLE?**

Financial aid comes in three types: 1) Grants — financial aid which is given and does not have to be repaid. Scholarships are similar to grants in that they do not have to be repaid, but usually carry additional requirements such as high academic achievement or special skills. 2) Loans — financial assistance which is borrowed and must be repaid. 3) Work — employment programs through which the student earns money to help meet educational expenses. The following types of financial aid are available directly from Shepherd College.

### **GRANTS**

#### **SCHOLARSHIPS**

Scholarships are awarded to students who have demonstrated academic excellence in high school or college. Entering freshmen who have maintained at least a "B" (3.00) average, who have been graduated in the upper 1/3 of their graduating class and who have attained a composite score of twenty-one (21) or better on the American College Test (ACT) in high school will be considered. Returning students and transfers will be considered if they have at least a 3.00 college average. In addition, the number of credit hours taken and completed is another consideration in selection. It is further required that a scholarship recipient enroll as a full-time student. A complete list of scholarships can be found below. It should be noted that most scholarships for out-of-state students are few in number and small in amount. Scholarship recipients are selected according to the above criteria (unless otherwise noted in the following descriptions) by the Shepherd College Scholarship and Financial Aid Committee.

#### **RAYMOND BABY SCHOLARSHIP**

This academic award was established to assist a freshman student from Washington County, Maryland. Scholarships range from \$100 to \$200 per year and one or two are awarded each year.

### **HAZEL BARNES MEMORIAL FUND**

Established in 1964 to commemorate Hazel Barnes' devotion and long service as a teacher to the Marlowe community, this \$100 scholarship is to be awarded to entering freshman from the Falling Waters District of Berkeley County, West Virginia. At least one scholarship is available annually.

### **SHIRLEY COOPER MEMORIAL SCHOLARSHIPS**

Established in memory of Dr. Shirley A. Cooper, an alumnus of the Class of 1971 by the members of the American Association of School Administrators in appreciation of the outstanding contributions of their Associate Executive Secretary to public education. Preference for this scholarship is given to students from Tucker County, West Virginia. If a student from Tucker County is not available, other West Virginia students will be considered. At least two scholarships ranging in value from \$200 to \$400 can be awarded annually.

### **DR. SARA HELEN CREE SCHOLARSHIP**

Established in honor of Sara Helen Cree, Professor Emeritus of Physical Education, this \$100 scholarship has been provided to annually assist one upperclass woman and one upperclass man recommended by the faculty of the Health and Physical Education Division.

### **DISTRICT #6 SCHOLARSHIP FUND FOR NURSES**

Two \$100 scholarships established by the District #6 Nurses' Association of the West Virginia Nurses' Association to be awarded to a freshman and an upperclass nursing student from the seven Eastern Panhandle counties of West Virginia.

### **ALICE FRANK MEMORIAL MUSIC SCHOLARSHIP**

Established in memory of Alice Frank, wife of Dr. Guy Frank, Chairman of the Division of Creative Arts at Shepherd College, this scholarship has been provided to assist a student, majoring in music, and nominated by the Music Department at Shepherd College.

### **RAY E. HARRIS SCHOLARSHIP**

Established in honor of Ray E. Harris, Professor Emeritus of Biology and formerly chairman of the Division of Science and Mathematics, this \$150-\$200 scholarship has been established to assist deserving students who are enrolled in or plan to attend Shepherd College.

### **CAPTAIN CHARLES N.G. HENDRIX MEMORIAL SCHOLARSHIP**

Established in honor of Captain Charles N.G. Hendrix, U.S.N. (Ret.), this award is made to a student who plans to major in pre-medicine or some related field in research. Students will be nominated by their high school principals and preference will be given to residents of Jefferson and Berkeley Counties, West Virginia.

### **ELISE HOCH MEMORIAL MUSIC SCHOLARSHIP**

Established in memory of Elise Hoch, mother of Dr. Hans Hoch, of Shepherdstown, this scholarship has been provided to assist a student, majoring in music, and nominated by the Music Department of Shepherd College.

### **DR. J.O. KNOTT SCHOLARSHIP**

This scholarship was established to assist students majoring in pre-theological studies.



### **NRY W. MILLER, JR., SCHOLARSHIP**

This fund enables the award of several \$500 freshman scholarships each year to students who enroll at Shepherd College from high schools in the Eastern Panhandle West Virginia. Recipients will be selected from nominees submitted by high school personnel and awards will be on the basis of excellence in high school scholarship, citizenship and service.

### **C. NERHOOD MEMORIAL SCHOLARSHIP**

Established in memory of Mr. Albert C. Nerhood, criteria for this \$150 scholarship as follows: a Jefferson County resident, if none available a resident of the Eastern Panhandle, who has been accepted to the Nursing Program. Licensed Practical Nurses as well as graduating high school seniors will be considered.

### **GILBERT E. PERRY, JR., SCHOLARSHIP**

This award is to be made to students with the order of preference being: 1) a persons Ferry District resident, 2) a resident of Jefferson County, or 3) a West Virginia resident. Two \$300 scholarships will be available each year.

### **DARRELL REEDER BIOLOGY SCHOLARSHIP**

This scholarship was awarded in memory of Darrell Reeder, a former student at Shepherd College and a resident of Berkeley Springs, West Virginia. The \$300 award to be made to a student majoring in biology based upon the recommendation of the Division of Science and Mathematics.

### **EDS K. RILEY SCHOLARSHIP**

This fund will enable the Shepherd College Scholarship and Financial Aid Committee to award an annual \$300 freshman scholarship to a graduate of Jefferson High School (Jefferson County, West Virginia) who enrolls at Shepherd College. The recipient will be selected by the Committee from two or more persons nominated by the high school principal. Awards will be made on the basis of a respectable high school record in citizenship and academic achievement.

### **JOHN DAVID RUSSELL MEMORIAL SCHOLARSHIP FUND**

This scholarship was established in 1978 in memory of John David Russell, an athlete and outstanding basketball player at Shepherd College. The award is made on the recommendation of the basketball coach.

### **RUTH SCARBOROUGH SCHOLARSHIP**

Established in honor of Dr. Ruth Scarborough, Professor Emeritus of History. This scholarship has been provided to assist deserving students in history and the social sciences who are enrolled in or who plan to attend Shepherd College.

### **SHEPHERD COLLEGE SCHOLARSHIPS**

The West Virginia Board of Regents has authorized Shepherd College to grant a number of scholarships each academic year covering tuition and registration fees to students based upon scholarship, personality and economic status. In addition to the general criteria noted above, entering freshmen must be in the top 10% of their high school graduating class and have a 25 or better ACT composite score. The number of Shepherd College Scholarships available to out-of-state students is limited.

### **SHEPHERD COLLEGE FOUNDATION SCHOLARSHIP**

This award is made available to in-state and out-of-state students from the earnings of undesignated contributions to the Shepherd College Foundation.

## **STORER COLLEGE ALUMNI MEMORIAL SCHOLARSHIP**

An annual scholarship to be awarded to a man or woman student. Candidates must have attained sophomore standing, have a 2.5 average, good personal qualifications, and acute financial need. Freshman applicants will be considered who meet the criteria outlined at the beginning of the Scholarship section.

## **SUPERTANE GAS CORPORATION SCHOLARSHIP**

This is an annual scholarship of \$500 to be given to a student majoring in Business Administration upon the recommendation of the Division of Business Administration. The student must reside in one of the following counties: Jefferson, Berkeley, Morgan, Hampshire, Grant, Mineral or Hardy in West Virginia; Garrett, Allegany, Washington or Frederick in Maryland; Loudoun, Clarke, Fairfax, Frederick or Fauquier in Virginia; and maintain at least a 3.0 (on a 4.0 scale) average in his/her major.

## **ELLA MAY TURNER MEMORIAL SCHOLARSHIPS**

The late Miss Ella May Turner, Professor of English at Shepherd College, provided for the establishment of a trust fund (to be administered by the Old National Bank, Martinsburg, West Virginia). The income from this fund is used annually to provide scholarships for outstanding young men and women to attend Shepherd College.

## **GEORGE C. WHITE SCHOLARSHIP**

This scholarship will be awarded to a student majoring in music, based upon recommendation of the Music Department faculty.

## **ELIZABETH S. WILSON SCHOLARSHIP**

This is a \$300 scholarship to be awarded annually to residents of Jefferson, Berkeley, or Morgan Counties. Usually several scholarships will be available each year.

## **ORGANIZATIONAL AND ALUMNI SCHOLARSHIPS**

Mr. and Mrs. Ralph G. Burkhart Scholarship, P.S. Scholarship, Hazel Henry Scholarship Fund, Vera Malton Scholarship Fund.

## **SHEPHERD COLLEGE FOUNDATION MEMORIAL FUND**

The Financial Aid Office administers a number of memorial funds given to the Shepherd College Foundation by alumni and friends. The memorials include: St. E. Arnold, Dr. I.O. Ash, Agnes Burnes, Irene F. Cohen, Ira Combs, Anna Hill, E. Majorie Folk Eutsler, Attorney George B. Folk, Mabel H. Gardiner, James A. Harter, Delberta Harris, John W. Headlee, Edith Ikenberry, Dr. Oliver S. Ikenberry, Kenamond, Dr. John E. Knipe, Kenneth Knode, Katherine Roberts Laise, P.H. D.H. Lowry, Paxton Marshall, Clifford A. Parker, Isabelle Pfiffer, Dr. Curtis G. Fox, Oscar D. Reeler, Jr., Jesse Rigglesman, Janet Yvonne Riley, Arthur Roark, J. Slonaker, Louise Smith, Mary F. and Donald L. Smith, Veta Lee Smith, Dr. W. Speg, Harry J. Stuckey, Leone Bent Stutzman, William R. Thacher, Dr. E. Thomas, Hyman Viener, Dr. W.H.S. White, Lorraine Wilt and Bruce Wolford.

## **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS\***

These funds are established by the Federal Government to enable exceptional needy students to attend college. Grants may range from \$200 to \$2000 per year depending upon the need of the applicant.

## **FEDERAL NURSING GRANT PROGRAM\***

This program is made available by the Federal Government to students pursuing an Associate of Science Degree in Nursing. Nursing Grant recipients are also eligible to participate in other aid programs described in this section.

## **LOANS**

### **NATIONAL DIRECT STUDENT LOANS\***

This fund is made possible through the federal government's National Direct Loan Act in cooperation with the college. Any student in good standing or a prospective student who has been granted admission to the college and who can show need for a loan is eligible.

### **FEDERAL NURSING STUDENT LOAN\***

This loan is made possible through the Federal Government Nursing Training Act in cooperation with Shepherd College. Students pursuing a half-time or full-time course of study in Nursing are considered eligible borrowers under this program.

## **WORK**

### **COLLEGE WORK-STUDY\***

This fund was established by the Federal Government and the college in order to provide employment for students. The Financial Aid Office administers the student work-study program and serves as a clearing house for students seeking employment for those persons seeking the services of students. Students are permitted to work on or off-campus, usually twenty-five (25) hours per month. Students working on campus are all paid the same hourly rate (currently \$3.35/hour). If a student is awarded a work-study position and accepts work assistance, it is expected that he/she will work.

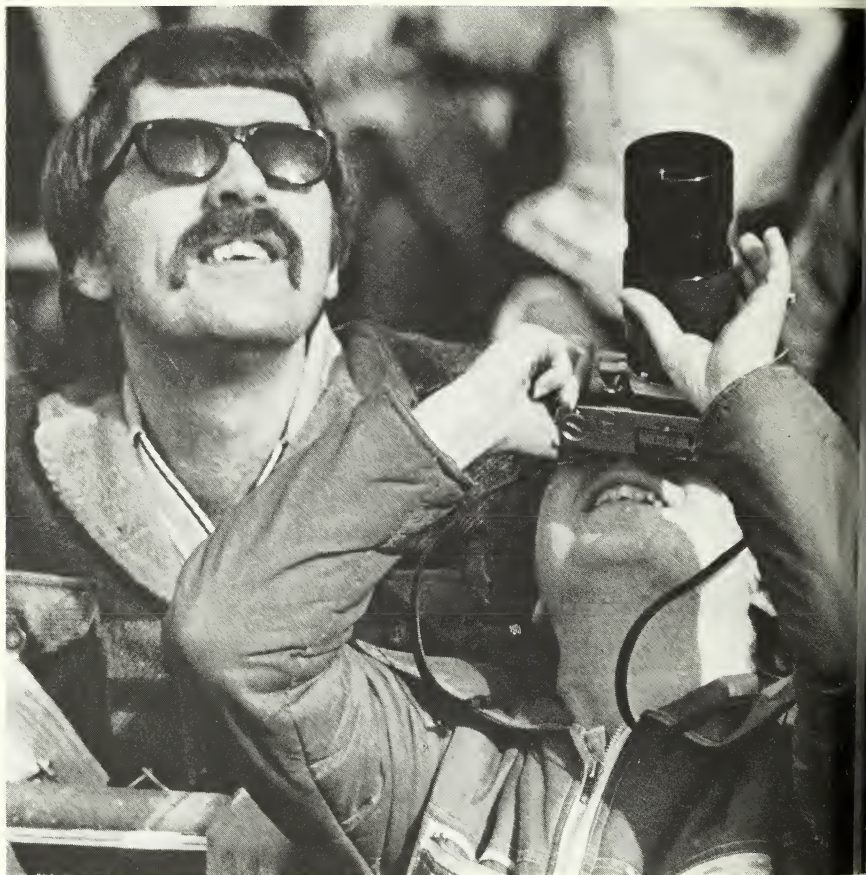
### **INSTITUTIONAL EMPLOYMENT**

This is a program of employment provided by Shepherd College to those students who are not eligible for the College Work-Study Program. It is necessary that interested students apply for financial aid so that it can be determined that they do not qualify for the College Work-Study Program. Jobs are awarded on a first-come-first-serve basis as funds are available. The wage rate for on campus work is the same for all students (currently \$3.35/hour).

In order to be eligible to receive assistance through these programs, a student must be an American or permanent resident of the United States and have financial need. An applicant must be at least a half-time student, however preference is given to full-time students.







### ADDITIONAL SOURCES OF AID

Below are listed a number of additional sources of financial aid. These sources require separate applications in addition to the Shepherd College Financial Aid and Scholarship Application. High school students, please contact your guidance counselor regarding these sources or feel free to request more information from the college.

**BASIC EDUCATIONAL OPPORTUNITY GRANT.** This program is federally funded to provide a basic amount of aid to those who need it. In order to qualify for this program a student: 1) must have established financial need by means of an appropriate application; 2) must be enrolled in an undergraduate course of study and have not previously received a Bachelor's degree from any institution; 3) must be enrolled at least a half-time basis in an eligible program; and 4) must be a U.S. citizen or eligible noncitizen (see an FAF or Basic Grant Application for more detail).

Basic Grant is applied for by completing a Financial Aid Form (FAF) which may be obtained from the Shepherd Financial Aid Office or your high school guidance counselor. Financial Aid Forms will be available after January 1. The Basic Grant must be applied for each year. *It is expected that all students meeting the criteria will apply.*

**STATE SCHOLARSHIPS AND GRANTS:** Many states offer state scholarships grants. In West Virginia, all residents are expected to apply for a State Grant. Applications may be obtained from the Shepherd Financial Aid Office, your high school guidance counselor or by writing to the address below. The West Virginia Grant application also requires submission of a Financial Aid Form, so all West Virginia students are expected to have a copy of their FAF sent to the West Virginia Higher Education Grant Program as well as Shepherd College and Basic Grant. This grant must be renewed for each year and is awarded on the basis of need and academic potential as measured by the ACT Test. (Application must be made by March 1.)

Listed below are the names and addresses of State agencies who award scholarships and grants in their respective states. These agencies and programs all require individual applications.

1. West Virginia Higher Education Grant Program  
950 Kanawha Boulevard, East  
Charleston, WV 25301
2. Pennsylvania Higher Education Assistance Agency Grants  
Towne House  
Harrisburg, PA 17102
3. New Jersey Department of Higher Education  
Office of Student Assistance  
P.O. Box 1417  
Trenton, NJ 08625

**GUARANTEED STUDENT LOANS:** Guaranteed Student Loans are somewhat different from the National Direct Student Loan in terms and repayment. These loans are usually made by a bank and carry a higher interest rate (presently 9%). Applications are obtained from the student's local bank.

If your bank does not participate in this program, contact our office and we may be able to suggest other lenders.

**PARENTS' LOANS:** Beginning in the spring and summer of 1981, some banks began to offer loans to parents in order to assist them in meeting a son or daughter's educational expenses. Under the program, parents will be able to borrow \$3000 per academic year at an interest rate of 9%. Parents will begin repayment of the principal interest on these loans within 60 days after funds are disbursed. Since this is a relatively new program, our information is limited. We suggest you contact your local bank for more information.

**VOCATIONAL REHABILITATION:** Persons who have physical or mental handicaps or impairments are urged to contact their state department of Vocational Rehabilitation. Vocational Rehabilitation may be able to provide financial assistance to help with educational costs. In addition, they may be able to help with necessary educational aids such as tape recorders, talking books for the blind, reader services, and tutorial services.

The handicapped can and should apply for the other forms of assistance noted in this catalog.

**SOCIAL SECURITY EDUCATIONAL BENEFITS:** The purpose of these benefits is to assist Social Security beneficiaries and their dependents who are attending college. The source of funds is the U.S. Social Security Administration. Students should contact their nearest Social Security Field office for specific information. Generally, eligibility is limited to unmarried dependents of Social Security beneficiaries who continue their education on a full-time basis beyond the age of 18 up to the age of 22, with the amounts varying up to a maximum of \$450.00 per month.

**VETERANS EDUCATIONAL BENEFITS:** The V.A. administers two basic programs for veterans and service persons seeking assistance for education or training. Eligible persons with service between February 1, 1955 and December 31, 1976,

such assistance is available under the G.I. Bill. Veterans and service persons who initially entered the military on or after January 1, 1977, may receive educational assistance under a contributory plan. For further information regarding eligibility, write or telephone the nearest Veterans Administration Office.

Veterans benefits are sometimes available to widows and children of deceased veterans. If this circumstance applies, write or telephone the nearest V.A. Office.

Assistance will be provided by the Shepherd College Veterans Advisor for students who want to apply for benefits or have their previous benefits continued. Veterans newly applying for benefits should submit a certified copy of their DD 214 and if applicable, copies of birth certificates of children and a copy of a marriage license.

## HOW DO YOU APPLY FOR FINANCIAL AID AT SHEPHERD COLLEGE?

Complete all required admissions forms and be admitted to the college. Action on your financial aid application will not be taken until you have been admitted.

Complete a Shepherd College Financial Aid and Scholarship application. (If the only type of assistance for which you wish to apply is an Institutional Scholarship, the Financial Aid Form is not necessary).

After January 1, complete a College Scholarship Service Financial Aid Form (FAF).

1. Request that one copy of the FAF be sent to Shepherd College, CSS code #5615.
2. All students applying for assistance other than scholarships, **must apply for a Basic Grant** by requesting that one copy of the FAF be sent to Basic Grant. The FAF serves as the Basic Grant Application and there is no charge for using the FAF when applying for a Basic Grant. Basic Grant will send you a report known as a Student Eligibility Report. Forward that report to the Shepherd College Financial Aid Office. More information is provided on Basic Grant in the "Additional Sources of Aid" section.
3. West Virginia Residents: Request that a copy of the FAF be sent to the West Virginia Higher Education Grant Program, CSS code #0552.
4. If you are considering other institutions, have a copy of the FAF sent to the institution. Currently enrolled Shepherd College students are expected to schedule an appointment with the Financial Aid Office.

After we receive and review the information above, it may be necessary for us to request additional information or documentation, in which case we will write to you.

## HOW IS MY ELIGIBILITY FOR FINANCIAL AID MAINTAINED?

A new application for assistance must be submitted each academic year, along with a new Financial Aid Form. In addition, each year an application for Basic Grant must be completed and West Virginia residents must apply for a West Virginia Higher Education Grant. The deadline for priority consideration is March 1. Forms will be available from the Financial Aid Office about January 15 for the following summer session and/or academic year.

A. Students who have received aid will continue to receive aid as long as their academic records are satisfactory, they continue to demonstrate financial need and the accumulated amount of aid awarded does not exceed statutory maximums. Shepherd College has instituted an academic progress requirement for students who receive federal financial assistance. A complete statement of this policy may be found below.

B. Scholarships are renewed when funds are available and the student is continuing well academically.

C. Scholarships awarded by other agencies or organizations will have their own requirements for renewal.



## **SATISFACTORY ACADEMIC PROGRESS REQUIREMENT FOR FEDERAL FINANCIAL AID RECIPIENTS**

**In addition to** meeting the standards set forth by the Academic Probation Policy and on page 59 of the 1981-1983 Shepherd College Catalog, students who received financial aid from any federal source must also meet the following standards of satisfactory academic progress to continue receiving such assistance. The academic progress of a student receiving federal funds will be measured at the end of each two semesters of enrollment in which the student receives financial assistance. To achieve satisfactory academic progress, a student must satisfactorily complete a specific percentage of the total number of hours for which he enrolls during each two-semester period. These percentages are defined as follows:

A student who enrolls full-time for two semesters will be expected to complete 75% of a minimal full-time academic load for that period; a minimal full-time academic load for two semesters enrollment is twenty-four (24) credit hours; hence, a student will be expected to complete at least eighteen (18) credit hours during the two-semester period.

A student who enrolls part-time for two semesters will be expected to complete at least 75% of the hours for which he is enrolled during the two-semester period.

A student who enrolls full-time during one semester and part-time during the second semester of a two-semester period will be expected to complete 75% of the minimal full-time academic load during the semester in which he is enrolled full-time, and 75% of the hours for which he is enrolled during his semester as a part-time student.

A student who receives financial assistance for summer school enrollment will be expected to complete at least 75% of the total number of hours for which he is enrolled in a given summer, regardless of the number of sessions he attends. The total enrollment for a given summer will be computed as a semester's work in evaluating academic progress of a student during a two-semester period.

If a student fails to meet the requirement for satisfactory progress by failing to complete the required number of hours for any two-semester period, the student must make up his deficiency at his own expense without federally funded assistance. The student's "deficiency" is understood to mean the minimum number of hours necessary to give the student the required total for any two-semester period. These deficient hours may be taken at Shepherd College or any other institution approved by the Registrar's Office.

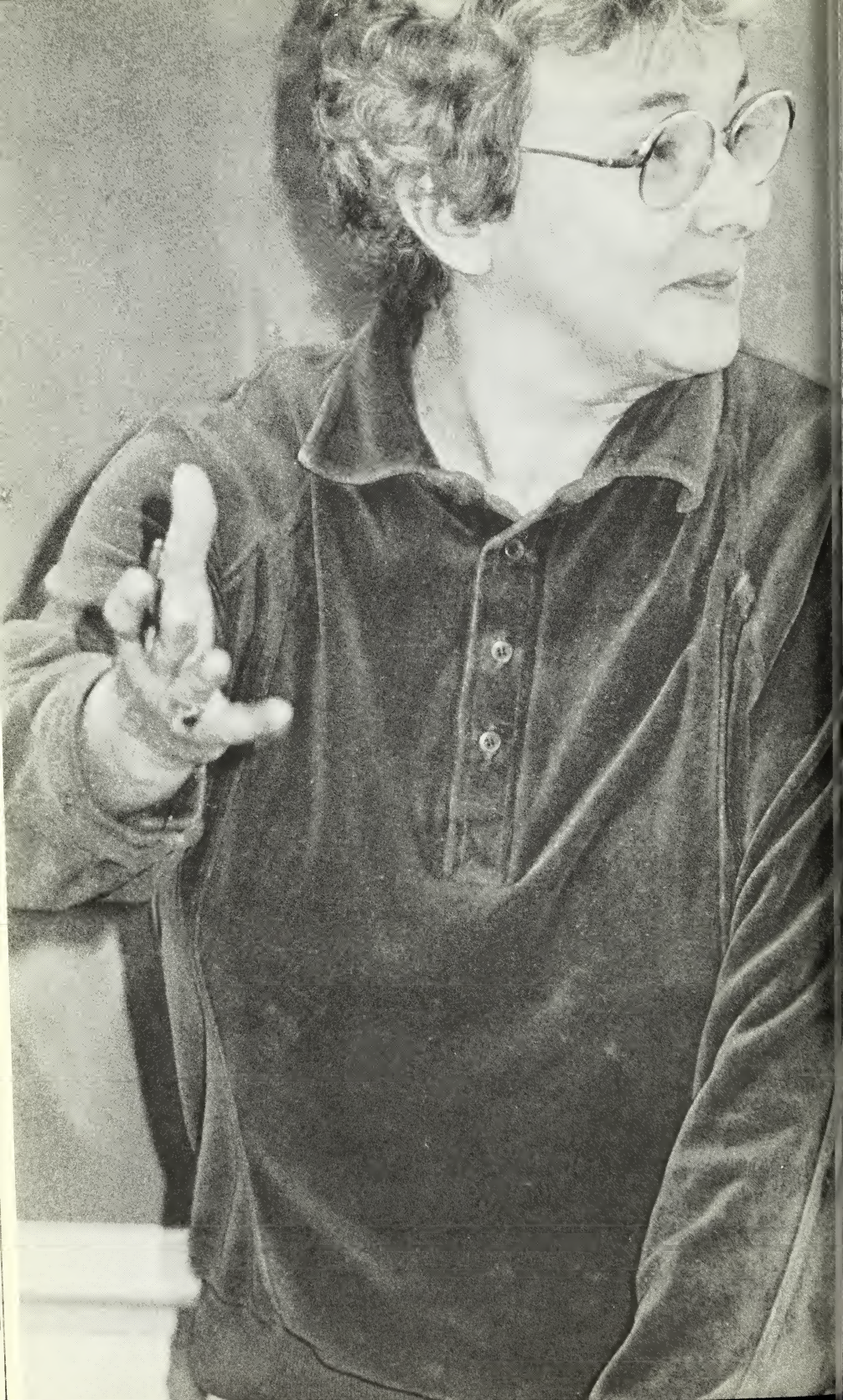
If a student chooses to enroll for more than the minimum number of hours required to remove his deficiency, he may do so with the understanding that he is financially responsible for all hours for which he chooses to enroll.

If a student is informed that he must make up deficient hours at his own expense, he has the right to appeal that decision to the Scholarship and Financial Aid Committee at Shepherd College, which has the authority to approve appeals and grant exceptions. He should fully understand, however, that it is his responsibility to present documentable evidence justifying his deficiency to the Committee. The Committee will review all appeals and will inform students of its decision within a reasonable period of time.

## **FOR CLARIFICATION**

More detailed information regarding financial aid — deadline dates, detailed rules, etc. — is provided in the brochure "Shepherd College Financial Aid and Concessions Information." For this brochure, applications, or other inquiries, please write to: Financial Aid Office, Shepherd College, Shepherdstown, West Virginia 25443.







## SECTION V

# ACADEMIC INFORMATION AND REGULATIONS

## GENERAL REQUIREMENTS FOR GRADUATION

**Degrees Conferred:** The Bachelor of Arts degree is conferred upon majors in English, history, psychology, elementary education and secondary education. The Bachelor of Science degree is conferred upon graduates majoring in biology; business administration; chemistry; economics; home economics; hotel-motel restaurant management; mathematics; medical technology; park administration; political science; sociology; and social welfare. Either degree may be conferred upon graduates majoring in interdisciplinary studies. The Regents Bachelor of Arts degree is conferred upon graduates who meet the program as outlined elsewhere in this catalog. Requirements for Associate degrees are listed under the sponsoring divisional offerings.

Normally, a student's baccalaureate program consists of either a major and a minor (different from the major) or a comprehensive major. Students may declare a minor in lieu of a major. A student may elect to have more than one minor. The degree awarded by diploma will be a B.A. or B.S., as appropriate. If the requirements for both the B.A. and B.S. have been met, the student may elect to receive two separate diplomas. The student's transcript will include appropriate annotation of all programs, majors, and/or minors satisfactorily completed, and degrees awarded which have been requested in the petition for graduation. Meeting requirements for teaching certificate for Liberal Arts graduates would not involve conferring an additional degree.

**Semester hours and quality points required:** For graduation, a minimum of 128 semester hours with 256 quality points is necessary. Of the 128 hours of credit, a minimum of 45 must be earned in courses above the sophomore level. This requirement is waived for majors in elementary education entering in September 1965 and thereafter. For graduation and/or certification the applicant shall have a quality-point ratio of 2.00 (average of C) on all work attempted with the exception of courses with grade D and P. This policy took effect at the beginning of the 1956 summer session. Work attempted prior to June 1956 will be computed in accordance with the regulations in force at the time the work was taken. See the Division of Education for new quality-point requirements in teacher education. For non-teaching degrees, a 2.000 average is required in both major and minor fields. In addition, a 2.000 average is required on all credits attempted at Shepherd College.

**Electives:** Elective courses in the major, minor or teaching field must be approved by the advisor.

**Residence:** At least 32 semester hours of resident study at this college is required for graduation for either the baccalaureate or associate degree. A majority of these credits must be done in residence during the year of graduation. Students who are candidates for non-teaching degrees must have a minimum of fifteen (15) hours of residence work in their majors. Candidates for the teaching degrees must have a minimum of nine (9) hours of residence credit in their first teaching field and a minimum of six (6) hours credit in their second field prior to admission to the professional program.

The final six (6) hours of work must be completed at this institution unless the candidate is excused by the Committee on Admissions and Credits. *A Graduation Fee Application for Graduation is required and due according to the dates estab-*



*lished in the current academic calendar.* The application is available in the Student Development Center in the College Center.

**Work completed at another institution:** All work taken at another institution which is to be applied to a degree or teaching certificate at Shepherd must be approved in advance.

**Additional requirements:**

1. Candidates for graduation are required to attend the commencement exercises for the conferring of degrees unless excused by the President. (Formal graduation exercises are held once a year at the close of the second semester.)

2. All obligations to the college must be paid before commencement.

3. In certain instances additional courses may be required of students for graduation in particular major fields. Students are urged to consult with their academic advisors concerning any such requirements.

4. Candidates in Teacher Education must have NTE scores on record for the commons and the teaching area. Nonteaching graduates are encouraged, but not required, to take the GRE or other appropriate standardized test before graduation.

**It is the student's responsibility to check on all requirements and to make inquiry if there is any doubt of his meeting any of them.** A frequent check on requirements as listed in the college catalog, and frequent conferences with an advisor are desirable to make sure that the student is making regular progress. It is well to complete required courses completed as soon as possible to prevent conflicts of preselected subjects during the senior year. A student will have a seven year period to complete requirements under the catalog in effect at the time of entrance. A student may elect to graduate under a later catalog than the one under which he entered; however, he is not permitted to split catalogs.

**Graduation with Honors:** Candidates for degrees who maintain high average of scholarship are graduated with honors. Honors are determined by the cumulative quality-point average of the student's work at graduation: Highest Honors, "Summa Cum Laude," 3.75 and above; High Honors, "Magna Cum Laude," 3.50 to 3.74; Honors, "Cum Laude," 3.00 to 3.49.

**McMurrin Scholar:** In 1961 the faculty created the award of McMurrin Scholar, which is the highest honor awarded at Shepherd College.

Joseph McMurrin Scholars will consist of those individuals who are enrolled in a major program leading to the four-year baccalaureate degree, and who:

1. Have been presented by the Vice President and Dean of the Faculty to the Honors Committee as being eligible for scholar, having amassed:
  - a. A minimum of 80 semester hours for which a traditional grade has been given (Pass-Fail, CLEP, Special Examination grades and Veteran's benefits do not count).
  - b. A minimum 3.7 quality point average.
2. Have completed two consecutive semesters of study at Shepherd College exclusive of summer work, for an average of 15 credit hours per semester or for an average of 12½ credit hours per semester where the Super Teacher Teaching process is involved.
3. Have been selected by the unanimous vote of the staff members of their major division who have sufficient knowledge of them for demonstrating the capability and inclination to pursue scholarly inquiry.
4. Have subsequently been elected by the unanimous save one vote of the faculty instructors. (Instructors who have not enrolled the candidate in their class will not vote on that candidate). The voting for such candidates will be by signed ballot. Ballots shall be counted by the Chairman of the Honors Committee.

The elected Scholars are appropriately recognized at a college convocation and commencement exercises. Joseph McMurrin Scholars elected during the 1979-80 Academic Year and 1980-81 Academic Year are:

**JOSEPH McMURRAN SCHOLARS**

**1980-1981**

Cheryl L. Belknap  
Teresa L. Bradley  
Janet F. Chrismore  
Tamara B. Cooper  
Dan E. Diviney  
Debra L. Henry  
Therese A. Kessel  
Mark E. Lewis  
Kathryn M. McQueeney

Rhonda L. Myers  
Jonathan Nicol  
Carol J. Schill  
Kathy L. Sherwood  
Mary Anne Sullivan  
Karen L. Swanson  
Wendy J. Vaughan  
Judy M. Widner

**JOSEPH McMURRAN SCHOLARS**

**1979-1980**

Gerald W. Adams  
Sharon A. Appel  
Martha R. Barney  
Ra Bruce Barr, Jr.  
Rodney L. Bartgis  
Dolores F. Booher  
Jacqueline S. Briggs  
Payna L. Butts  
Jeffrey A. Catlett  
Steven C. Diehl  
Eric A. Flagg  
Lendra S. Fratz  
Maryl J. Grove  
Linda R. Henry  
Donald C. Herbst  
Susan L. Hill  
Gail L. Kohutek  
Eric W. Lamp

Scot C. Lopp  
Nina R. Lucas  
Crystal D. Meadows  
Steven R. Nagle  
Lisa A. Nicklin  
Mahlon R. Patterson  
Sylvia J. Pickett  
Barbara S. Rowland  
Annette J. Shives  
Sharon L. Teter  
Charles A. Tracy  
Kathryn A. Turner  
Billie S. Unger  
Joel T. Van Sickler  
Ronald K. Vauthrin  
Abra S. Weller  
Ellen M. Zinzeleta  
Michelle L. Zollner



# PROGRAM OF GENERAL STUDIES ADOPTED BY THE SHEPHERD COLLEGE FACULTY FOR ALL BACHELORS DEGREES EXCEPT THE REGENTS B.A.

BUSINESS ADMINISTRATION .....	
12-205 Principles of Economics .....	3
CREATIVE ARTS .....	
33-103 Introduction to Visual Arts .....	2
32-111 Music Appreciation .....	2
HEALTH, PHYSICAL EDUCATION, RECREATION, AND SAFETY .....	
49- Physical Education .....	2
LANGUAGES AND LITERATURE .....	
60-101 and 60-102 Written English .....	6
69-202 Fundamentals of Speech .....	3
61-204 Survey of American Literature .....	3
61-210 or 61-211 Survey of English Literature .....	3
SCIENCE AND MATHEMATICS .....	
LIFE OR PHYSICAL SCIENCE .....	8
81-101, 81-102 General Biological Science or	
81-208 Plants as Organisms and	
81-209 Animals as Organisms or	
84-103, 84-104 General Physical Science or	
84-103 General Physical Science with 84-105 and 106 Science of	
Hi-Fidelity or	
82-207, 82-208, 82-209, 82-210 General Chemistry or	
82-103, 82-104 Elementary Chemistry or	
83-211, 83-212 General Physics	
MATHEMATICS .....	3
85-215 Introduction to Mathematics or at least three hours from the	
following courses (See degree programs listed elsewhere in this	
catalog to determine if specific courses are required. All of the	
following courses have as a prerequisite: 85-104 Basic Algebra, or	
85-105 College Algebra, or satisfactory placement score.)	
85-106 Trigonometry or	
85-108 Elementary Analysis or	
85-154 Finite Mathematics for Business or	
85-205 Calculus with Applications or	
85-314 Statistics	
SOCIAL SCIENCES .....	
71-101, 71-102, 71-103 History of Civilization	
(Choose two of the above three courses.) .....	6
72-100 Politics and Government or	
72-101 American Federal Government .....	
73-203 General Sociology .....	

The General Studies Program is designed to help the student to understand the cultural heritage of Western civilization and to provide him with that common heritage and philosophy for effective living as a good citizen in a democratic society.

\*Twelve hours of foreign language is required for the non-teaching Bachelor of Arts degree. Requirement will be waived for students presenting three (3) high school units of credit in one language. Six of the twelve required foreign language units will be waived for students presenting two (2) high school units in one language. (Students who desire college credit for high school language should see the Languages Department.)



Two years of German or French or both are recommended for those students anticipate going to graduate or professional school.

Electives must be submitted where course requirements are identical in a student's major and minor or teaching fields except that the total required hours including substitutions shall not exceed 128.

Students majoring in Business Administration or Economics will substitute 85-154 Basic Mathematics for Business for 85-215 Introduction to Mathematics. In addition students majoring in Business Administration or Economics will also take 11-224 Business Statistics and students majoring in Social Welfare will take 85-314 Statistics. Students will take 85-104 Basic Algebra to fulfill the Mathematics General Studies requirement. It is recommended that students take 61-210 or 61-211 Survey of English Literature before 61-204 Survey of American Literature.

## **PROGRAM OF GENERAL STUDIES FOR ALL ASSOCIATE DEGREES**

There is no college wide program of general studies for the associate degrees. However, each program has some selective general studies courses. Course requirements for associate degrees are listed under the sponsoring divisional offerings.

### **DEGREES OFFERED**

The academic program of the College consists of a number of disciplines, organized administratively into seven divisions, each with a division chairman. The division chairmen, along with additional representatives elected within the divisions, compose the Academic Committee. The Academic Committee serves as an advisory body to the Vice President and Dean of the Faculty on matters of curriculum and educational policy.



## PROGRAMS OF STUDY FOR BACHELORS AND ASSOCIATE DEGREES

Program	Major		Minor	Associate Deg	
	BA	BS		AA	AS
Accounting .....					X
Art .....			X		
Bank Management .....					X
Biology .....		X	X		
Business Administration .....		X	X		
Chemistry .....		X	X		
Commercial Art .....				X	
Communications .....			X		
Data Processing .....			X		X
Economics .....		X	X		
Electronic Technology* .....					X
Elementary Education .....	X				
English .....	X		X		
Fashion Merchandising .....					X
Fire Service and Safety Technology .....					
French .....			X		
General Business .....					X
General Science .....			X		
General Studies .....				X	
Health Care Management .....					X
History .....	X		X		
Home Economics .....		X	X		
Hotel-Motel Restaurant Management .....		X			X
Interdisciplinary Studies .....	X	X			
Journalism .....			X		
Library Science .....			X		
Marketing Management .....					X
Mathematics .....		X	X		
Medical Technology .....		X			
Music .....			X		
Nursing .....					X
Park Administration .....		X			
Photography .....				X	
Political Science .....		X	X		
Psychology .....	X		X		
Recreation .....		X	X		
Secondary Education .....	X				
Secretarial Administration .....			X		
Secretarial Studies .....					X
Social Welfare .....		X			
Sociology .....		X	X		
Speech and Drama .....			X		

\*This program is offered in conjunction with the James Rumsey Center for the Study of the History of the Shenandoah Valley, Martinsburg, W. Va.

**TEACHING FIELDS****SEMIESTER HOUR REQUIREMENTS FOR TEACHING FIELDS IN  
SECONDARY EDUCATION**

Shepherd College offers programs of study which prepare students to teach in high schools, middle schools, elementary schools and in kindergartens and nursery schools. For the elementary curriculum see page 85.

**Students aspiring to teach in high schools may choose one of two types of programs leading to a teaching specialization.**

They may elect to specialize in one teaching field. The College offers the following comprehensive teaching fields:

Elementary Education 7-12	51 hrs.
Elementary Education	52 hrs.
Elementary Education K-12	56-58 hrs.
Elementary Education Economics 7-12	55 hrs.
Elementary Education Social Studies 7-12	51 hrs.

They may elect to specialize in two teaching fields. For specific requirements students should contact the appropriate division as certain fields cannot be combined.

The College offers the following non-comprehensive teaching fields:

Elementary Education 7-12	27 hrs.
Elementary Education Principles 7-12	40 hrs.
Elementary Education Social Studies 7-12	37 hrs.
Elementary Education 12	35 hrs.
Elementary Education K-12	41 hrs.
Elementary Education 7-12	38 hrs.
Elementary Education 7-12	17 hrs.
Elementary Education K-12	24 hrs.
Elementary Education Social Studies 7-9	30 hrs.
Elementary Education History 7-12	24 hrs.
Elementary Education 7-12	42 hrs.
Elementary Education Library Media K-12	24 hrs.
Elementary Education Physical Science 7-12	27 hrs.
Elementary Education Mathematics 7-12	35 hrs.
Elementary Education Mathematics 7-9	25 hrs.
Elementary Education Language Arts 7-9	30 hrs.

**SECONDARY EDUCATION PROGRAM**

Elementary Education for grades 1-6

Elementary Education for grades N-K

Elementary Childhood Education for grades 4-8

Elementary Education	Mathematics
Elementary Education	Physical Education
Elementary Education	Social Studies

**PROFESSIONAL PROGRAMS**

Elementary-Agriculture

Elementary-Dental

Elementary-Law

Elementary-Medical

Elementary-Pharmacy

Elementary-Physical Therapy

Elementary-Theological

Elementary-Veterinary



## **SCHEDULE OF CLASSES**

A complete schedule of classes offered each semester showing days of the week and the hours at which they will meet, will be available before the beginning of each semester. Each semester's schedule of classes includes a tentative listing of offerings planned for the following semester. The College reserves the right to add or delete classes with an enrollment of ten or less students and to make changes in a student's schedule for class balancing and other administrative purposes.

## **CLASSIFICATION OF STUDENTS**

Classification of students is made on the following basis: first year, 24 semester hours or less; second year, 25 to 56 semester hours; third year, 57 to 91 semester hours; fourth year, 92 or more semester hours.

## **ACADEMIC LOAD**

A semester hour consists of one hour of recitation with two preparation hours per week. Twelve semester hours per semester constitute a minimum full-time academic load. The normal load is sixteen hours per semester thus making 128 hours for four semesters (four years). One hundred twenty-eight hours are required for a Bachelor's degree.

Course loads in excess of 16 hours may be taken; however, the academic load for the first semester should generally not exceed seventeen hours. Thirty-two semester hours each year will usually prove sufficient for the average student.

The normal summer load is six semester hours of credit for each term with a maximum of twelve semester hours for the summer sessions. Fourteen semester hours is the maximum load during the two terms. A student must have at least a "B" average in the last semester's work or on all work taken or be a candidate for graduation at the end of the summer session in order to be eligible to take fourteen semester hours. Exceptions can be made on petition to the respective division chairman.

## **WITHDRAWAL AND CHANGE OF CLASS SCHEDULE**

Students desiring any change in assignment or permission to withdraw from any course should consult the Registrar. A student may change his schedule during the first three days of each semester. The withdrawal procedure is incomplete until the necessary signatures have been secured. This must be done during the specified time shown in the current academic year calendar.

A student may withdraw from any class with a grade of "W" (without a grade point average) at any time during the semester up to 4:00 p.m. on the last calendar day after midterm grades are available to the student.)

The last day for withdrawal from an eight (8) week class will be as posted in the academic calendar.

During the summer sessions, withdrawals will be permitted at any time prior to 4:00 p.m. the second calendar day before the last day of classes of each term. To submit the withdrawal form at the Registrar's Office by the deadline will result in a grade of IF.

Complete withdrawal from the College begins in the Student Development Center and is then processed through the Registrar's Office. Unauthorized withdrawals from a class or school are reported as failures.

Withdrawal from the College must be reported and financial clearance obtained from the business office. (See Grading System below for additional information on withdrawals.)

## **GRADING SYSTEM**

A — Superior; B — Good; C — Average; D — Below Average, lower grade; F — Failure; I — Incomplete; W — Withdraw; P — Pass; IF — Failure due to irregular withdrawal from college or from a single class.

Grade changes must be made prior to the first day of registration for a regular semester or a summer term or such change will not be effected during the first three weeks of a semester or the first week of a summer term.

## **GRADE REPORTS**

Mid-semester and final grade reports follow the normal grading system and are made available to students. A second copy of the mid-semester and final grade reports will be made available on campus for all students in their advisor's office.

## **APPEALING A GRADE**

The Academic Committee has approved a Grade Appeal Policy. A copy of this policy and the procedures to follow in order to appeal a grade may be obtained from the office of the Vice President and Dean of the Faculty.

## **INCOMPLETE GRADES**

A grade of Incomplete may be given to a student who has satisfactorily completed all of the requirements for a course but because of illness or other extenuating circumstances has not completed all of said requirements. All Incomplete grades must be accompanied by a form provided by the Registrar's Office and completed by the professor. When the work has been completed, an appropriate grade will be given. Incomplete grades issued during the Fall semester must be made up ten (10) days prior to the date final grades are due for the following Spring semester. Incomplete grades issued during the Spring semester must be made up ten (10) days prior to the date final grades are due for the following Fall semester. Incomplete grades issued during either Summer session must be made up ten (10) days prior to the date final grades are due for the following Fall semester. If the Incomplete is not made up according to this schedule, it will automatically become an "F." When an Incomplete grade is made up, or an "F" is given, the student's grade point average will be recomputed.

## **PASS-FAIL**

Students may choose to take elective courses on a pass or fail basis instead of the normal grading system, in accordance with the following:

- Electives shall be defined as courses not directly required for an individual's degree. Thus, electives allowed within the major field of concentration would be excluded from P/F. In the event of change in major fields, the course previously taken for P/F applicable to the new major field shall be substituted by approved courses. Required General Education courses shall also be excluded from the pass/fail option. The ultimate responsibility for correct scheduling rests with the student.
- A passing grade in the P/F shall be equivalent to the normal passing range of A through D in the conventional system.
- All students are eligible for P/F courses with the exception of those currently on academic probation.
- Students shall be limited to 24 hours of P/F, with not more than one course to a maximum of 4 credit hours being taken in any one session.
- Students will declare in the Registrar's office for P/F by the end of the week following Add/Drop. This decision shall be final.

## **FINAL EXAMINATIONS**

The policy of the College is to require that final examinations be given at the end of each semester and summer term. A schedule prepared by the Registrar's Office establishes regular periods of semester examinations; the final day or days of each semester term are reserved for this purpose. Final examinations are to be administered



for every course at the published time, unless other arrangements are approved by the Vice President and Dean of the Faculty.

Last-semester seniors (graduating at the end of either the Fall or Spring semester) with the quality-point rating of 3.0 or better in a given course (this recommendation to include General Education courses) may be excused from the final examination at the option of the professor. Such students may elect to take the final examination which will then count in the determination of the final grade. This policy does not apply to courses taken during summer sessions.

## QUALITY POINTS

The quality-point average is computed on all work for which the student is registered, except for the courses with grades of W or P, and is based on the following quality-point values for each semester hour of credit:

A	B	C	D	F	IF
4	3	2	1	0	0

## REPEATING COURSES

If a student earns a grade of "D" or "F" on any course taken no later than the sixth semester or summer term during which he attempts the sixtieth semester hour, and he repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his grade point average. The original grade shall not be removed from the student's record. A course in which a grade of "C" or better is received may not be repeated.

## SPECIAL EXAMINATION FOR COURSE CREDIT

Application must be made to the Registrar for permission to take a special examination. To qualify for permission to take such an examination, an applicant must be enrolled full-time at Shepherd College and be recommended by the chairman of the division and the instructor concerned. Examinations will not be given for courses in which the student has obtained a low grade previously.

Applicants must pay a fee for each special examination. A receipt for the payment of the fee must be obtained from the Business Office. No money will be refunded if the examination is failed. Upon successful completion, the student will receive the credit for the course with no letter grade designated. This will not affect the quality-point average of the student.



## ACADEMIC PROBATION

At the end of each grading period each student's cumulative grade point average is determined. The calculation is determined by dividing the number of earned credit points by the number of attempted hours.

**Rule A.** When a student's cumulative grade point average falls below 1.600 on a total of sixty (60) or fewer hours attempted, the student will be placed on academic probation.

**Rule B.** When a student's cumulative grade point average falls below 1.900 on a total of sixty-one (61) or more hours attempted, the student will be placed on academic probation.

In the computation of the cumulative grade point average, a grade of "I" will not be included as hours attempted. When the grade of "I" is replaced by a passing or better grade, an appropriate entry will be made in the student's cumulative grade point average by the Office of the Registrar.

The student placed on probation at the beginning of the fall semester of an academic year must attain a 2.0 average on his combined fall and the following spring semester grades. If the student does not attain a 2.0 average, the student will be suspended for the following fall semester.

The student placed on probation at the beginning of the spring semester of an academic year must attain a 2.0 average for that semester. If the student does not attain a 2.0 average, the student will be suspended for the following fall semester.

**Summer School:** Suspension will be waived temporarily for those who wish to attend either one or both summer sessions (at Shepherd) immediately following notice of suspension. The student placed on probation at the beginning of the fall semester must attain a 2.0 average on his/her combined hours for the fall, spring and summer session(s) to be eligible to return for the following fall semester. The student placed on probation at the beginning of the spring semester must attain a 2.0 average on his/her combined hours for the spring and summer session(s) to be eligible to return for the following fall semester.

The student will be removed from probation when his/her cumulative grade point average reaches 2.0.

The student who has been suspended from the College for the first time may apply for readmission after one semester by completing an Application for Admission. The student who has been suspended from the College for the second time may apply for readmission after one academic year by completing an Application for Admission. The student who has been suspended from the College for the third time may apply for readmission after two academic years by completing an Application for Admission in writing to the Chairman of the Admissions and Credits Committee. The Admissions and Credits Committee will review the application and render a decision in writing to the applicant.

The student on probation who withdraws from the College after the first five (5) weeks of the semester will not be permitted to enroll in the college for the next regular semester or summer school. Any student who fails 50 percent or more of work attempted in any semester is subject to dismissal at the end of that semester.

Appeals to the above regulations may be made to the Admissions and Credits Committee.

Students receiving Federal Financial Aid must also adhere to an Academic Progress Requirement. The specifics of this requirement may be found in the catalog in the Financial Aid Section.

## ELIGIBILITY FOR DEAN'S LIST

To be so honored, a student must carry at least 15 hours of work or be in the professional teaching block. He must maintain a 3.2 average for the semester.

## OFFICE OF ACADEMIC ADVISEMENT

The Office of Academic Advisement has been established to provide the following services: assistance in study skills in small group sessions or individually; individual tutoring in most subject areas; and academic assistance support for fresh transfer, and readmitted students on academic probation, as well as individual academic and personal guidance.

Staff members in the Office of Academic Advisement also serve as official situational academic advisors for those students who, for any reason, wish to change present majors, but are uncertain as to a new major and would like more time and advice before making that decision.

## SELECTING A MINOR OR SECOND TEACHING FIELD

A student should be aware of the value and necessity of choosing a minor or second teaching field early in his college career. Delaying this decision beyond sophomore year may mean that the student will not be able to complete his or her program in four years.

## ACADEMIC DISHONESTY

Cheating in all its forms, including plagiarism, and cheating on visual work are considered an academic matter to be controlled and acted upon by the individual faculty member. It is obvious that all instances of academic dishonesty cannot be prevented or penalized, but those which are detected will be dealt with severely.

Students guilty of academic dishonesty on examinations in any course will receive, as a minimum penalty, a grade of "F" in that course. Such action shall be taken by the instructor, with written notification to the division chairman and the President and Dean of the Faculty. Repeated offenses shall subject the student to suspension or dismissal from the College. Students involved in facilitating academic dishonesty among others, such as by the unauthorized dissemination of examination materials, will be subject to disciplinary action beyond that called for by the individual cheating in a course.

PLAGIARISM is "the act of stealing and using, as one's own, the ideas or expression of the ideas of another." Whether that other is another student or a published author, plagiarism is cheating. Detailed instructions on avoiding plagiarism will be given to you in your required English courses, and comments also may be given by instructors in other courses for which you write papers. Plagiarism of words is the most serious offense. Direct quotations always must be indicated, for to present one else's words as if you had thought them up is open dishonesty. Nor does altering of a word here and there, any more than the defacing of a serial number on an engine, alter the theft. Plagiarism of ideas, for students who must depend upon the ideas of others while developing their own, is a more difficult offense to define. A good rule is never to borrow an idea which is important to your paper, particularly if you found it in print, without "paying for it" with an acknowledging footnote. Do not copy notes from a book without indicating their sources, for this is to claim the right to books you have never seen. Plagiarism will be penalized by instructors according to the degree of dishonesty they judge is involved.

## WEEKLY BULLETIN

The Director of College Relations publishes a weekly bulletin which is a publication of the College. Changes of any provisions found in this catalog are announced in the Weekly Bulletin.

## ATTENDANCE POLICY

Students are expected to attend class; however, in the event of an absence, it is the student's responsibility to discuss with the instructor the possibility of making up

work missed. Whenever possible, the student should notify the instructor in advance of any necessary absence.

## **SPECIAL TOPICS COURSES**

The College offers courses which fulfill short-term needs not justifying permanent listing in the Catalog or which respond to requests received on short notice.

Each discipline may have two courses, one lower-level and one upper-level, carrying the designation "Special Topics: (specific title)." The class schedule and the content transcripts will also carry the specific title of the course. Courses will be established upon the agreement of the respective Division Chairman and the Vice President and Dean of the Faculty.

Credit will be given from one to four hours and the course may be repeated as needed by the division. Topics for these courses will be created as needed by the division.

## **99- AND INTERDISCIPLINARY COURSES**

The division number of 99 has been established for multidisciplinary and interdisciplinary courses. These courses will be coordinated by the Vice President and Dean of the Faculty.

## **INDEPENDENT STUDY PROGRAM**

To encourage independent reading and spirit of research, the faculty will admit, on the recommendation of academic advisors, properly qualified students as candidates for Independent Study.

College credit (determined at registration for course) of one to three semester hours will be allowed for independent programs on the recommendation of the study director with the approval of the divisional chairman. Credit gained in Independent Study may not be substituted for required course work.

To receive credit for Independent Study, the student must fulfill the following requirements:

- Engage in reading and research as directed by his study director to supplement his knowledge from sources not supplied by the courses taken in his major field.
- Submit to the division chairman with the approval of his study director not later than one week before the end of the semester the original and two carbon copies of an acceptable research paper embodying the findings of his study.
- At the discretion of the Division, pass an oral examination on the subject of the research paper before an examining committee consisting of a minimum of three members: the study director, the Division Chairman, the Vice President and Dean of the Faculty and another faculty member selected by the student, with the study director acting as chairman. (When the division chairman and the study director are the same person, another representative from the division will be named by the division chairman.)
- To be admitted to candidacy, a student must satisfy the following condition:
  - Have an overall average of 3.00 in not less than 80 semester hours attempted.
  - Have an average of 3.00 in his major field or teaching field.
- Submit, through his advisor and study director to the chairman of the division concerned, a research proposal together with an abstract of the proposal.
- Have application approved by the chairman of the division.

It is suggested that Independent Study may be particularly desirable to some students as a summer project.

## **AIR FORCE ROTC**

Shepherd College students may enroll in the Air Force ROTC at the University of Maryland. Information about the Air Force ROTC program may be obtained from the Commandant, AFROTC, the University of Maryland.



**WEST VIRGINIA UNIVERSITY GRADUATE CENTER**

West Virginia University has established a Graduate Center in Shepherd. The Center is administered by a full-time graduate coordinator. Persons interested in graduate study, with or without a degree objective, may contact the coordinator for information and application procedures.



SECTION VI

## DEGREES AND PROGRAMS OF STUDY

ns  
Division of Business Administration  
Division of Creative Arts  
Division of Education  
Division of Health, Physical Education,  
Recreation, and Safety  
Division of Languages and Literature  
Division of Science and Mathematics  
Division of the Social Sciences

### Programs

Interdisciplinary Studies Degree  
Bachelors Bachelor of Arts Degree  
Continuing Education

## DIVISION OF BUSINESS ADMINISTRATION

*Dr. E. William Johnson, Division Chairman*

The primary objective of the Division of Business Administration is to prepare students for professional careers in business. The program operates under the premise that a successful manager is a generalist who understands the environment in which he is operating and who has learned to reason in a logical manner. The general curriculum serves to acquaint the student with the political, social, and cultural environment and to help the student develop skills in mathematics, science and communication which can be applied in upper-division business courses. The core business courses in accounting, business policy, economics, finance, law, management, marketing, and statistics familiarize the student with the business environment and decision-making techniques available to managers. Courses in an area of concentration provide an opportunity for extensive study in specific fields.

Bachelors degrees are offered in business administration, business education, communications, and hotel-motel and restaurant management. Within the business administration degree, concentrations are available in accounting, data processing, general management, and marketing. Associate degrees and minors are also offered.

Objectives of the Division of Business Administration are:

(1) to act as a service division, by offering courses to students in other divisions; (2) to prepare students to teach business subjects at the secondary school level; (3) to prepare students for careers in government and other non-profit organizations; (4) to serve the business community in the area by sponsoring conferences; and (5) to conduct research into selected business problems.

**BUSINESS ADMINISTRATION**

This curriculum is designed for the student who desires a broad background in business fundamentals. Preparation for positions in executive and managerial areas is emphasized.

**NOTES TO STUDENT:**

ALL BUSINESS STUDENTS must take Finite Mathematics for Business 85-215 as a substitution for 85-215 in the general studies requirements.

ALL BUSINESS MAJORS must have minor approved by the chairman of the Division of Business Administration.

**CURRICULUM FOR A MAJOR IN BUSINESS ADMINISTRATION**

Total hours required for a major	.....
11-150	Introduction to Business .....
11-201	Introductory Accounting .....
11-202	Introductory Accounting .....
11-224	Business Statistics .....
11-310	Principles of Management .....
11-312	Legal Environment in Business .....
11-329	Intermediate Accounting .....
11-330	Intermediate Accounting .....
11-340	Marketing .....
11-345	Written Communications in Business .....
11-390	Human Relations in Industry .....
11-400	Corporate Finance .....
11-407	Business Policy .....
11-409	Personnel Management .....
12-206	Economic Problems .....
Business elective (selected with the consent of the advisor)	.....

**CURRICULUM FOR A MINOR IN BUSINESS ADMINISTRATION**

Total hours required for a minor	.....
11-150	Introduction to Business .....
11-201	Introductory Accounting .....
11-202	Introductory Accounting .....
11-310	Principles of Management .....
11-312	Legal Environment in Business .....
11-329	Intermediate Accounting .....
11-330	Intermediate Accounting .....
11-340	Marketing .....
11-400	Corporation Finance .....
11-409	Personnel Management .....
12-206	Economic Problems .....

**CURRICULUM FOR AN ASSOCIATE OF SCIENCE DEGREE IN GENERAL BUSINESS**

Total hours required for the degree	.....
60-101, 102	Written English .....
11-150	Introduction to Business .....
11-201, 202	Introductory Accounting .....
11-310	Principles of Management .....
12-205	Principles of Economics .....
12-206	Economic Problems .....
85-154	Finite Mathematics for Business .....
72-101	American Federal Government .....
69-202	Fundamentals of Speech .....
11-312	Legal Environment in Business .....
11-224	Business Statistics .....
11-329, 330	Intermediate Accounting .....
11-340	Marketing .....



Written Communications in Business	3
Advertising	3
Human Relations in Industry	3
Electives (selected with the consent of the advisor)	3

## **CURRICULUM FOR A MAJOR IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN ACCOUNTING**

In recent years due to taxation, government regulation, and the necessity for a  
adequate cost information there has been a tremendous increase in the  
for accountants. Courses are offered to prepare students for careers in this

Courses required for a major	48
Introduction to Business	3
Introductory Accounting	3
Introductory Accounting	3
Business Statistics	3
Principles of Management	3
Legal Environment in Business	3
Intermediate Accounting	3
Intermediate Accounting	3
Advanced Accounting	3
Marketing	3
Written Communications in Business	3
Corporation Finance	3
Cost Accounting	3
Auditing	3
Income Tax	3
Business Policy	3

## **CURRICULUM FOR AN ASSOCIATE OF SCIENCE DEGREE IN ACCOUNTING**

Courses required for the degree	63
02 Written English	6
Introduction to Business	3
Finite Mathematics for Business	3
02 Introductory Accounting	6
Principles of Management	3
Principles of Economics	3
Economic Problems	3
Fundamentals of Speech	3
Office Machines	3
Legal Environment in Business	3
30 Intermediate Accounting	6
Written Communications in Business	3
Human Relations in Industry	3
Auditing	3
Income Tax	3
Accounting Systems	3
Office Procedures	3
American Federal Government	3

## **CURRICULUM FOR A MAJOR IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN DATA PROCESSING**

This concentration prepares the student for a career in Computer Science which  
occupies prominence in many fields of endeavor, especially business enterprises.

Courses required for a major	48
Introduction to Business	3
Introductory Accounting	3
Introductory Accounting	3
Introduction to Computers and Basic Programming	3

11-224	Business Statistics	3
11-310	Principles of Management	3
11-311	Computer Language Concepts	3
11-312	Legal Environment in Business	3
11-329	Intermediate Accounting	3
11-330	Intermediate Accounting	3
11-340	Marketing	3
11-345	Written Communications in Business	3
11-346	RPG II Programming	3
11-384	Cobol Programming	3
11-385	Advanced Cobol Programming	3
11-400	Corporation Finance	3

### **CURRICULUM FOR A MINOR IN DATA PROCESSING**

Total hours required for a minor		
11-214	Introduction to Computers and Basic Programming	3
11-311	Computer Language Concepts	3
11-346	RPG II Programming	3
11-384	Cobol Programming	3
11-385	Advanced Cobol Programming	3
11-417	Computer Science Seminar	3
Business electives (selected with the consent of the advisor)		

### **CURRICULUM FOR AN ASSOCIATE OF SCIENCE DEGREE IN DATA PROCESSING**

Total hours required for the degree		
11-150	Introduction to Business	3
11-214	Introduction to Computers and Basic Programming	3
11-311	Computer Language Concepts	3
12-205	Principles of Economics	3
12-206	Economic Problems	3
13-103	Typewriting I	2
60-101, 102	Written English	6
85-154	Finite Mathematics for Business	3
11-201, 202	Introductory Accounting	6
11-224	Business Statistics	3
11-310	Principles of Management	3
11-312	Legal Environment in Business	3
11-345	Written Communications in Business	3
11-346	RPG II Programming	3
11-384	Cobol Programming	3
11-417	Computer Science Seminar	2
69-202	Fundamentals of Speech	3
Business electives (selected with the consent of the advisor)		

### **CURRICULUM FOR A COMPREHENSIVE MAJOR IN HOTEL-MOTEL AND RESTAURANT MANAGEMENT**

There has been an increasing demand for college trained students in the hotel-motel and restaurant industry. Students selecting this major need not elect a minor.

Total hours required for a major		
11-150	Introduction to Business	3
11-201	Introductory Accounting	3
11-202	Introductory Accounting	3
11-214	Introduction to Computers and Basic Programming	3
11-224	Business Statistics	3
11-310	Principles of Management	3
11-312	Legal Environment in Business	3
11-329	Intermediate Accounting	3
11-330	Intermediate Accounting	3
11-340	Marketing	3
11-345	Written Communications in Business	3

00	Corporation Finance	3
07	Business Policy	3
09	Personnel Management	3
06	Economic Problems	3
18	Nutrition	3
07	Survey of Food Services	3
03	Lodging Management	3
09	Food Production Systems	3
90	Service Industry Externship	3
91	Service Industry Externship	3
92	Service Industry Externship	3
	Business electives (selected with the consent of the advisor)	6

In addition to the comprehensive major listed above a student must take the courses listed in the catalog under "General Studies" except that Elementary Chemistry 82-103 and 82-104 will be substituted for the science requirement.

### CURRICULUM FOR AN ASSOCIATE OF SCIENCE DEGREE IN HOTEL-MOTEL AND RESTAURANT MANAGEMENT

	Hours required for the degree	64
50	Introduction to Business	3
01, 202	Introductory Accounting	6
14	Introduction to Computers and Basic Programming	3
10	Principles of Management	3
05	Principles of Economics	3
06	Economic Problems	3
01, 102	Written English	6
03	Lodging Management	3
2	Legal Environment in Business	3
29	Intermediate Accounting	3
10	Marketing	3
15	Written Communication in Business	3
09	Personnel Management	3
12	Fundamentals of Speech	3
17	Survey of Food Service	3
19	Food Production Systems	3
0, 491	Service Industry Externship	6
	Business electives (selected with the consent of the advisor)	4





## CURRICULUM FOR A MAJOR IN BUSINESS ADMINISTRATION WITH CONCENTRATION IN MARKETING

Increasing emphasis on the problems of marketing the national output of goods and services has created many new opportunities for employment in this area.

Total hours required for a major . . . . .

Required courses, 42 hours:

11-150	Introduction to Business	.....
11-201	Introductory Accounting	.....
11-202	Introductory Accounting	.....
11-224	Business Statistics	.....
11-310	Principles of Management	.....
11-312	Legal Environment in Business	.....
11-329	Intermediate Accounting	.....
11-330	Intermediate Accounting	.....
11-340	Marketing	.....
11-341	Marketing Management	.....
11-345	Written Communications in Business	.....
11-400	Corporation Finance	.....
11-405	Marketing Research	.....
12-206	Economic Problems	.....

Electives from the following courses, 6 hours:

11-350	Retailing	.....
11-360	Salesmanship	.....
11-370	Advertising	.....
11-412	Sales Management	.....

## CURRICULUM FOR AN ASSOCIATE DEGREE IN MARKETING MANAGEMENT

Total hours required for the degree . . . . .

60-101-102	Written English	.....
11-150	Introduction to Business	.....
11-201, 202	Introductory Accounting	.....
11-310	Principles of Management	.....
11-370	Advertising	.....
12-205	Principles of Economics	.....
12-206	Economic Problems	.....
11-312	Legal Environment in Business	.....
11-329, 330	Intermediate Accounting	.....
11-340	Marketing	.....
11-341	Marketing Management	.....
11-345	Written Communications in Business	.....
11-350	Retailing	.....
11-360	Salesmanship	.....

Business electives (selected with the consent of the advisor) . . . . .

## BUSINESS EDUCATION

### TEACHING FIELDS

These curricula are designed to provide the opportunity for prospective business education teachers to develop and refine their basic skills, to acquire the knowledge necessary for effective teaching, and to develop a healthy attitude toward, and understanding of the role of business education in the secondary school program.

## CURRICULUM FOR COMPREHENSIVE TEACHING FIELD 7 THROUGH 12

Total hours required . . . . .

11-150	Introduction to Business	.....
11-201	Introductory Accounting	.....
11-202	Introductory Accounting	.....
11-224	Business Statistics	.....
11-310	Principles of Management	.....

2	Legal Environment in Business	3
9	Intermediate Accounting	3
1	Mathematics of Finance	3
4	Typewriting II	2
5	Typewriting III	3
2	Shorthand II	4
3	Shorthand III	3
4	Office Procedures	3
5	Office Machines	3
7	Business Writing	3
3	Directed Office Experience	2
ss Administration electives (selected with consent of advisor)		5

### **CURRICULUM FOR SECRETARIAL STUDIES TEACHING FIELD 7 THROUGH 12**

hours required		37
0	Introduction to Business	3
1	Introductory Accounting	3
2	Introductory Accounting	3
2	Legal Environment in Business	3
5	Typewriting III	3
2	Shorthand II	4
3	Shorthand III	3
4	Office Procedures	3
5	Office Machines	3
3	Directed Office Experience	2
	Mathematics of Finance	3
ss electives (selected with the consent of the advisor)		4

### **CURRICULUM FOR BUSINESS PRINCIPLES TEACHING FIELD 7 THROUGH 12**

hours required		40
0	Introduction to Business	3
	Introductory Accounting	3
2	Introductory Accounting	3
4	Introduction to Computers and Basic Programming	3
1	Business Statistics	3
9	Intermediate Accounting	3
	Intermediate Accounting	3
2	Legal Environment in Business	3
	Typewriting II	2
	Office Procedures	3
	Office Machines	3
	Directed Office Experience	2
	Mathematics of Finance	3
ss electives (selected with the consent of the advisor)		3

### **CURRICULUM FOR A MINOR IN SECRETARIAL ADMINISTRATION**

hours required		27
3	Typewriting I	2
4	Typewriting II	2
1	Shorthand I	4
2	Shorthand II	4
1	Introductory Accounting	3
2	Introductory Accounting	3
5	Office Machines	3
4	Office Procedures	3
ss electives (selected with the consent of the advisor)		3

Student may be exempt from taking this course by passing an examination. No college credit earned.

## CURRICULUM FOR AN ASSOCIATE OF SCIENCE DEGREE IN SECRETARYIAL SCIENCE

Total hours required for the degree .....	
60-101, 102	Written English .....
13-103	Typewriting I* .....
13-104	Typewriting II .....
13-201	Shorthand I* .....
13-202	Shorthand II .....
12-205	Principles of Economics .....
12-206	Economic Problems .....
49-	General Studies Physical Education .....
33-103	Introduction to Visual Arts or 32-111 Music Appreciation .....
11-150	Introduction to Business .....
13-325	Office Machines .....
13-327	Business Writing .....
13-203	Shorthand III .....
85-111	Mathematics of Finance .....
11-201, 202	Introductory Accounting .....
11-312	Legal Environment in Business .....
69-202	Fundamentals of Speech .....
13-105	Typewriting III .....
13-324	Office Procedures .....
11-214	Introduction to Computers & Basic Programming .....
Electives .....	

\*A student may be exempt from taking this course by passing an examination. No college credit is earned.

### ECONOMICS

Purpose: To develop an understanding of the manifold and complex processes of our economic system and of the other systems of the world.

ALL ECONOMICS STUDENTS must take Finite Mathematics for Business as a substitution for 85-215 in the general studies requirements.

### CURRICULUM FOR A MAJOR IN ECONOMICS

Total hours required for a major .....	
Required courses, 21 hours:	
11-201	Introductory Accounting .....
11-202	Introductory Accounting .....
11-224	Business Statistics .....
12-206	Economic Problems .....
12-301	Theory of Price and Resource Allocation .....
12-305	Money and Banking .....
12-319	Business Cycles and Forecasting .....
Electives from the following courses, 12 hours:	
11-300	Government and Business .....
11-321	Labor Problems .....
11-413	Quantitative Methods .....
12-302	Theory of Income and Employment .....
12-304	Development of Economic Thought .....
12-310	Public Finance .....
12-315	Comparative Economic Systems .....
12-325	International Economics .....
12-410	Seminar in Economic Development .....

ALL economics majors must have minor approved by the Chairman of the Department of Business Administration.



**CURRICULUM FOR A MINOR IN ECONOMICS**

Hours required for a minor	27
01 Introductory Accounting	3
02 Introductory Accounting	3
21 Labor Problems	3
06 Economic Problems	3
01 Theory of Price and Resource Allocation	3
05 Money and Banking	3
10 Public Finance	3
15 Comparative Economic Systems	3
19 Business Cycles	3

**ADDITIONAL ASSOCIATE DEGREE PROGRAMS**

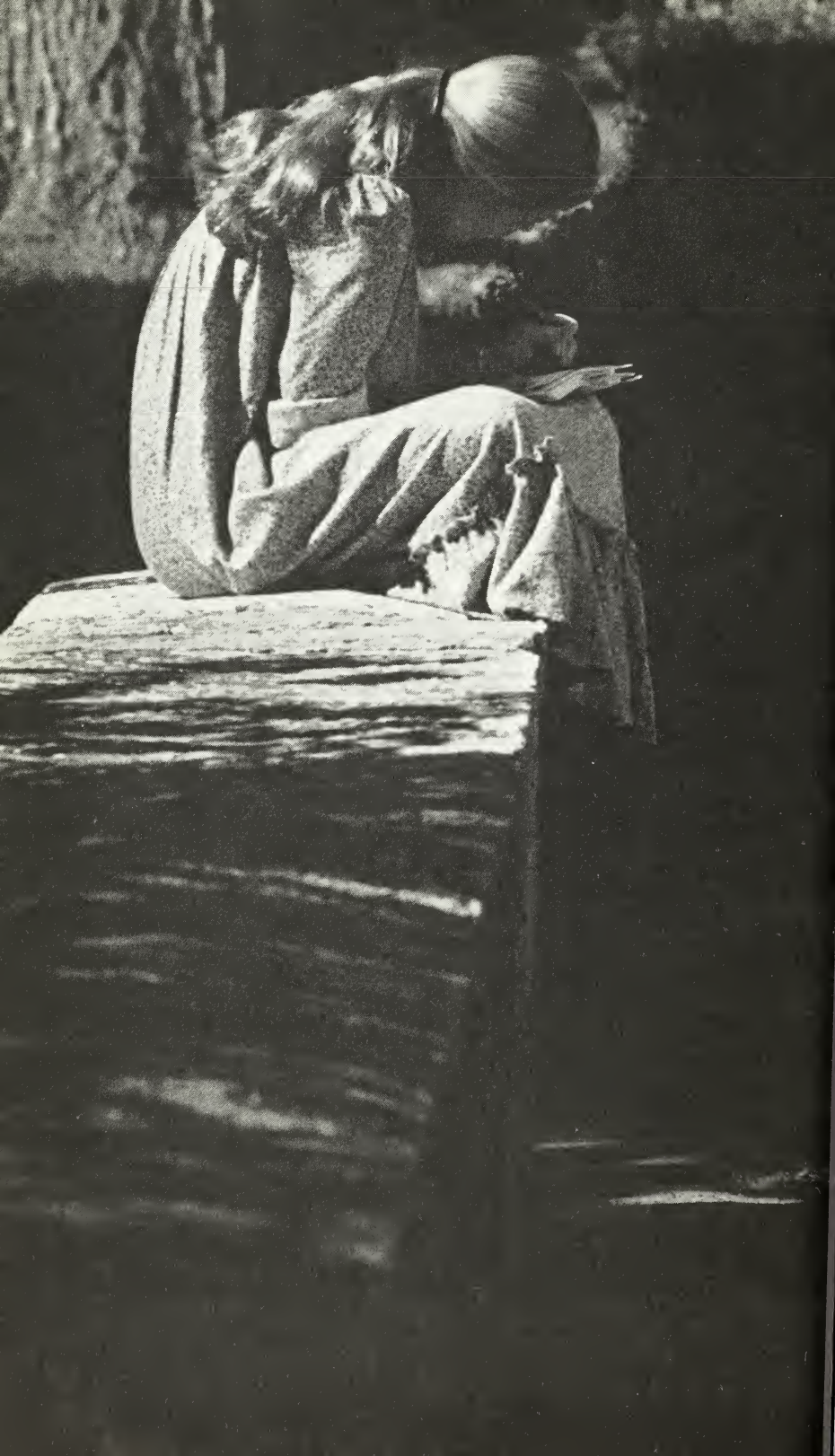
Shepherd College does not offer the baccalaureate degree in Bank Management Health Care Management. However, the Associate of Science degree is available in these two fields. Many of the courses included in these programs, as listed below, can be applied toward the bachelor's degree in other fields.

**CURRICULUM FOR AN ASSOCIATE OF SCIENCE DEGREE IN BANK MANAGEMENT**

Hours for the degree	60
01, 102 Written English	6
50 Introduction to Business	3
01, 202 Introductory Accounting	6
14 Introduction to Computers and Basic Programming	3
11 Computer Language Concepts	3
09 Personnel Management	3
05 Principles of Economics	3
06 Economic Problems	3
24 Business Statistics	3
0 Principles of Management	3
2 Legal Environment in Business	3
29, 330 Intermediate Accounting	6
2 Auditing	3
05 Money and Banking	3
4 Finite Mathematics for Business	3
Electives (selected with the consent of the advisor)	6

**CURRICULUM FOR AN ASSOCIATE OF SCIENCE DEGREE IN HEALTH CARE MANAGEMENT**

Hours required for the degree	64
0 Introduction to Business	3
5 Principles of Economics	3
6 Economic Problems	3
3 Introduction to Psychology	3
1, 102 Written English	6
2 Fundamentals of Speech	3
1 American Federal Government	3
1, 102 General Biological Science	8
4 Business Statistics	3
1 Health Care Management	3
5 Health Care Management Externship	4
0 Principles of Management	3
2 Legal Environment in Business	3
9 Personnel Management	3
5 Money and Banking	3
0 Public Finance	3
2 Microbiology	4
14 Finite Mathematics for Business	3



# DIVISION OF CREATIVE ARTS

*Dr. Guy Frank, Division Chairman*

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The Art Department concentrates on providing opportunities for the student's self-discovery and research within the various areas of the visual arts. The program designed:

1. To give the student a diversified background in art.
2. To encourage and challenge the individual to grow creatively and professionally as an artist and teacher.
3. To develop and/or preserve:
  - a. an interest in art through an understanding of the creative process,
  - b. the basic theories of aesthetics,
  - c. The nature of art materials and processes, and
  - d. the philosophical and technical aspects of both historical and contemporary art forms.

The Art Department offers courses leading to the Bachelor of Arts degree in education with a comprehensive teaching specialization in art (grades K through 12); a field of specialization in secondary art (grades 7 through 12); an elementary field (grades 4 through 8) for elementary education majors and an Associate of Arts degree in Commercial Art; and Associate of Arts degree in Photography; and a minor in Art.

## SPECIAL REQUIREMENTS FOR ART CURRICULUM STUDENTS:

1. **Portfolio requirement for admission:** The Shepherd College Art Department believes that any student who meets the general admissions requirements and is seriously interested in pursuing art as a teaching field and/or a career is entitled to enroll as an art curriculum student. Therefore, no portfolio is required for admission.
2. **Time Requirements:** In order to pursue a reasonable and logical program of study, it is suggested that a student begin his or her study during the fall semester and adhere to the recommended sequence of courses. Also, since the Art Department believes that it is desirable for the student to allow sufficient time for growth and maturation, it is recommended that the student complete the art curriculum requirements during a period of eight (8) semesters. A student will not be permitted to complete all of the required art courses in a period lasting less than two years.
3. **Deficiencies:** The Art Department reserves the right to review the work of the art curriculum student in order to discern deficiencies in the education of the student and to provide means (independent study, studio work, auditing, additional courses, etc.) whereby the student may rectify his weaknesses. All art curriculum students are required to maintain a portfolio of their studio work.
4. **Senior Art Exhibit or Project:** Students enrolled in the art curriculum leading to a Bachelor of Arts degree in education with a comprehensive or secondary (grades K through 12 or 7 through 12) field in art for classroom teaching are required to present an exhibit of their work during their senior year. The student must obtain the sanction of the art faculty prior to the exhibit. Art students not granted permission to exhibit must complete a faculty-approved project of significant proportions.



**CURRICULUM FOR A MINOR IN ART**

Total semester hours required	2
33-170 Two Dimensional Design	2
33-115 Introductory Drawing	3
33-140 Three Dimensional Design	3
33-203 History of Western Art	3
33-204 History of Western Art	3
33-230 Painting	3
33-360 Printmaking	3
33-240 Sculpture	3

**CURRICULUM FOR THE B.A. DEGREE IN SECONDARY EDUCATION  
WITH A TEACHING FIELD IN COMPREHENSIVE ART GRADES K-12**

Total semester hours required	2
33-115 Introductory Drawing	3
33-116 Intermediate Drawing	3
33-140 Three Dimensional Design	3
33-170 Two Dimensional Design	2
33-203 History of Western Art	3
33-204 History of Western Art	3
33-230 Painting	3
33-240 Sculpture	3
33-320 Art in Elementary Education	2
33-322 Arts and Crafts in the Elementary School	2
33-352 Crafts	3
33-360 Printmaking	3
33-371 Commercial Design	3
33-403 Aesthetic Criticism	3
35-381 Basic Photography	3
Senior Art Exhibit or Project	0

Electives in Art — 9 hours in one of the concentration areas

NOTE: 3 semester hours of general electives are part of this curriculum.

**Concentration Areas****Painting**

33-330 Advanced Painting	3
33-331 Watercolors	3
33-430 Figure Painting	3
33-434 Research (Painting)	1 3

**Art History**

33-303 Contemporary Art	3
33-304 American Art	3
33-404 Research (Art Hist.)	1 3
33-405 Research (Criticism)	1 3

**Sculpture**

33-340 Adv. Sculpture	3
33-341 Wood Sculpture	3
33-342 Stone Carving	3
33-440 Metals & Castings	3
33-444 Research (Sculp.)	1 3

**Art Therapy**

22-103 Intro. to Psychology	3
22-310 Psychology of Personality	3
22-314 Field Experience (Art Therapy)	3
22-316 Art Therapy	3
33-317 Surv. of Hist. of Art Therapy	3
45-330 Intro. to Therapeutic Rec.	3

**Commercial Art**

Intro. to Vis. Comm.	3
Typographics	3
Methods & Concepts of Com. Art I	3
Methods & Concepts of Com. Art II	3
Photographic & Graphic Design	3

**Printmaking**

Adv. Printmaking	3
Etching	3
Lithography	3
Serigraphy	3
Woodcut	3
Research (Printmaking)	1-3

**Crafts**

Ceramics	3
Ceramics	3
Jewelry	3
Adv. Ceramics	3
Adv. Jewelry	3
Adv. Crafts	3
Research (Crafts)	1-3

**Photography**

B&W Photo I	3
Com/Ind. Photo I	3
B&W Photo. II	3
Exper. Photo	3
Portrait Photo	3

A minimum of 9 semester hours of electives in one concentration area are required in order to satisfy K through 12 curriculum; 6 semester hours must be taken in one concentration area to satisfy 7 through 12 requirement.

The substitution of courses in order to satisfy concentration area requirements is permitted with the art department chairman's approval.

It is suggested that all 18 semester hours of the art therapy concentration be taken in order to meet the American Art Therapy Association recommendation for entrance into a graduate art therapy program. 22-314, 22-316, and 33-317 shall be offered on demand.

## **CURRICULUM FOR A B.A. DEGREE IN SECONDARY EDUCATION WITH A TEACHING FIELD IN ART GRADES 7 THROUGH 12**

semester hours required	35
Two Dimensional Design	2
Introductory Drawing	3
Three Dimensional Design	3
History of Western Art	3
History of Western Art	3
Painting	3
Printmaking	3
Sculpture	3
Crafts	3
Aesthetic Criticism	3
Senior Art Exhibit or Project	0
Electives in Art — 6 hours in one of the concentration areas — see description of concentration areas	6

## CURRICULUM FOR A B.A. DEGREE IN ELEMENTARY EDUCATION WITH A TEACHING FIELD IN ART GRADES 4 THROUGH 8

Teaching semester hours required	
33-115	Introductory Drawing
33-170	Two Dimensional Design
33-140	Three Dimensional Design
33-230	Painting
33-360	Printmaking
33-352	Crafts
33-240	Sculpture

## CURRICULUM FOR THE A.A. DEGREE IN COMMERCIAL ART

The Associate of Arts Degree program in Commercial Art is designed to provide the graduate with the basic knowledge, skills and expertise essential for a commercial artist. After completion of the course of study, the student will be prepared to accept commercial artist positions in industrial concerns, printing firms, retail establishments and advertising agencies.

The course of study has been prepared to provide the student with an introduction to the fundamentals of commercial design, layout and illustration and an experience based introduction to commercial techniques and procedures. The following is the course outline of the program.

### ASSOCIATE OF ARTS IN COMMERCIAL ART

Total semester hours required	
60-101	Written English
60-102	Written English
33-103	Introduction to the Visual Arts
33-115	Introductory Drawing
33-116	Intermediate Drawing
33-170	Two Dimensional Design
69-202	Fundamentals of Speech
34-171	Introduction to Visual Communication
34-174	Methods & Concepts of Comm. Art I
34-172	Typographics
34-175	Methods & Concepts of Comm. Art II
33-204	History of Art or 33-303 Contemporary Art or 33-304 American Art
34-272	Photographic and Graphic Design
34-275	Design Strategies of Visual Comm. I
34-276	Design Strategies of Visual Comm. II
34-279	Projects Workshop in Commercial Art
35-381	Basic Photography
33-331	Watercolors
33-360	Printmaking
33-363	Serigraphy
Electives	6 hours with consent of advisor

### CURRICULUM FOR THE A.A. DEGREE IN PHOTOGRAPHY

The program is a curriculum designed to provide the graduate with the knowledge, skills and expertise essential for a photographer. This curriculum consists of not only courses in photography, but also "on the job" training and formal practical experience in allied fields such as journalism, business, art and the sciences. After completion of the course of study, the student will be prepared to accept positions in commercial agencies, and studios, industrial firms and newspapers. The student will also have the essential skills and knowledge to accept positions in medical and scientific photography as well as the possibility of free-lance work.



The course of study will provide the student with not only the fundamentals of photography and apprenticeship experiences, but also the flexibility necessary to allow student to pursue the dimensions of photography of particular individual interest. Students seeking admission in this program should consult the Admissions section of the catalog for special admissions requirements for this program, and request special application forms from the Art Department Chairman.

### ASSOCIATE OF ARTS IN PHOTOGRAPHY

semester hours required	65
30 Fundamentals of Professional Photography	3
31 Black and White Photography I	3
70 Two Dimensional Design	2
03 Introduction to Visual Arts	2
74 Research in Design	1
72 Photographic and Graphic Design	3
0 Photographic Science	3
03 Commercial/Industrial Photography I	3
02 Black and White Photography II	3
04 Photojournalism	3
01 Written English	3
02 Written English	3
03 Commercial/Industrial Photography II	3
04 Color Photography	3
05 Portrait Photography	3
06 Experimental Photography	3
04 Research in Design	2
04 History of Western Art	)
OR	)
03 American Art	) 3
OR	)
04 Contemporary Art	)
03 Aesthetic Criticism	3
07 Practicum	5
Electives	8

Electives will be selected to meet the needs of individual career objectives.

The 5 semester hour practicum should occur during the month following the end of the fourth semester.

### MUSIC

The Music Department concentrates on providing a climate conducive to the development of the comprehensive musician. This is achieved through a highly personalized and student-centered approach which revolves around the integration of various musical areas as a unified core of experience. The program is designed:

1. To inspire student growth in creative, artistic and professional terms.
2. To foster student inquiry, interaction and self-discovery.
3. To develop student capacity to communicate music to others.
4. To train students for public school music careers, according to approved standards of teacher education.
5. To provide a strong foundation for future graduate work in the field of music.
6. To supply a valid musical base for non-teaching students with alternative music career objectives.
7. To develop the aesthetic sense of the general student in terms of musical understanding, appreciation and perception.
8. To provide avocation opportunities for interested students, through participation in the various music ensembles and other music activities.
9. To enhance the image of the Creative Arts Division, the Music Department and the College in general by serving as a "hub" of artistic activity in the surrounding area.

The Music Department offers courses leading to the Bachelor of Arts degree in Secondary Education with a teaching field in Comprehensive Music grades 6-12. Students may select from six Concentration Areas within this program: Music Pedagogy, Music Performance, Music Theory/Composition, Music History/Literature, Music Therapy and Jazz Studies. A minor in Music is available for non-teaching students.

### SPECIAL REQUIREMENTS FOR MUSIC MAJORS

In addition to prescribed courses it is expected that all music majors will complete satisfactorily certain requirements, specific details of which may be obtained from the office of the department chairman.

1. **Ensemble Participation.** All music majors are required to participate in an ensemble or choir (whichever is appropriate) for each and every semester, with one hour of credit. Additional ensembles may be taken, or substituted for band or choir under special circumstances. A maximum of eight hours of credit may be obtained through ensemble participation. The general college student is encouraged to participate in ensemble work, and the same course number may be taken several times for credit.
2. **Sophomore Competency Examination.** All music majors are required to complete this examination toward the end of the sophomore year. The purpose of the examination is to determine the level of competence of music majors and their potential for achieving accepted levels of future growth in selected areas of musical knowledge and performance.
3. **Senior Music Seminar.** All music majors are required to enroll for this one-credit seminar designed to review and synthesize information and skills acquired through course-work leading to the Senior year.
4. **Accompaniment Proficiency.** Non-keyboard music majors are required to pass a proficiency level examination in accompaniment before they can be recommended by the Music Department for admittance to the Teacher Education Professional Block. Voice majors must pass this examination using the piano. Instrumental majors may use the piano, accordion, or one of the keyboard type instruments.
5. **Senior Music Activity.** All music majors are required to complete a Senior Music Activity during the final year. This activity may assume one of the following forms: Recital; Lecture-Recital; Project; or Recital-Project.
6. **Attendance at Musical Events.** Music majors are required to attend a specified number of college and community concerts, recitals and programs in order to acquire a more comprehensive background in music literature than can be gained solely through class participation.
7. **Private Applied Music.** Music majors must take private applied lessons on their major instrument (with or without credit) every semester of their college careers, regardless of other applied music considerations. They must be able to perform at level four or above on the major instrument prior to graduation in order to be considered as having successfully met music curriculum requirements.

Music majors are required to take a minimum of sixteen credit hours of private applied music (private or group) in the basic music curriculum core of studies. The following credit-hour requirements pertain to specific major performance areas:

	Applied:	Instrumental	Voice	Keyboard
Instrumental students		14	2	
Voice students		6	8	
Keyboard students		6	2	

**Instrumental students are required to take 8 hours, and Vocal and Keyboard students 4 hours of Instrumental Group Applied courses as a part of the applied instrumental commitment. These hours can be selected from: 32-230, 32-231, 32-232, 32-233, 32-234.**

## SIC FOR THE GENERAL STUDENT

The general student is encouraged to participate in music ensembles, music courses and other activities of the Music Department.

- 1. Private Applied Music.** Lessons are available to all college students by consent of the appropriate professor, and may be taken for one or two hours of credit per semester. One credit-hour is based on one half-hour lesson plus a minimum of three hours of practice per week. Two credit-hours are based on two half-hour lessons plus a minimum of six hours of practice per week. The same course number can be applied any number of times for credit. Students are rated according to six performance levels spelled out for each applied area in the Office of the Department Chairman.
- 2. Music Ensembles.** Band, Choir, Jazz Ensemble, Chamber Singers and other music ensembles are open to the general student, as based on the entrance guidelines formulated by the particular faculty member involved. The department hopes for increased involvement of the general student body in these activities.
- 3. Music Courses.** The general student is encouraged to select music courses for elective credit. Pre-requisites and other information are included with the specific course descriptions contained elsewhere in this catalog.

## IC STUDENT CHAPTER

Music students can affiliate with professional music educators and with music students from other colleges and universities in the United States through membership in the student chapter of the Music Educators National Conference. This organization provides excellent opportunities for professional orientation and development during college years.

## CURRICULUM FOR THE MINOR IN MUSIC

semester hours required	27
1 Basic Musicianship I	4
2 Basic Musicianship II	4
3 Creative Musicianship I	4
3 Music History	3
2 Music History	3
Applied Music	6
Music Electives	3

## CURRICULUM FOR A B.A. DEGREE IN SECONDARY EDUCATION WITH A TEACHING FIELD IN COMPREHENSIVE MUSIC GRADES K-12

semester hour Required	56-58
1 Basic Musicianship I	4
2 Basic Musicianship II	4
27 Music Materials & Procedures	3
3 Creative Musicianship I	4
32 Creative Musicianship II	4
3 Music History	3
3 Music History	3
3 Principles of Conducting	3
Applied Music	16
Music Ensemble	2
es in Music: Concentration Area	10-12



**Concentration Areas****Music Pedagogy**

- 32-233 Recreational Music  
 32-330 Workshop in Classroom Instruments, or 32-427,  
 Instrument Care & Repair  
 32-425 Advanced Conducting Tech.  
 \*Applied Music  
 Music Ensemble

**Music Theory/Composition**

- 32-305 Music Composition  
 32-306 Music Composition  
 32-401 Survey of Electronic Music  
 Applied Music/Music Ens.

**Music Therapy**

- 32-223 Recreational Music  
 32-323 Intro. to Music Therapy  
 32-423 Psych. Found. Mus. I  
 32-424 Psych. Found. Mus. II  
 Music Ensemble  
 22-103 Intro. to Psychology  
 22-360 Abnormal Psychology  
 45-330 Intro. to Therapeutic Rec.

**Music Performance**

- 32-425 Advanced Conducting Tech.  
 32-427 Instrument Care & Repair  
 Applied Music  
 Music Ensemble

**Jazz Studies**

- 32-107 Keyboard & Fretted Instruments Harmony  
 32-207 Basic Improvisation  
 32-307 Advanced Improvisation  
 32-327 History of Jazz Styles  
 32-407 Jazz/Rock Arranging  
 Music Ensemble

**Music History/Literature**

- 32-316 Choral Literature  
 32-411 Symphonic Literature  
 32-412 Opera  
 Applied Music/Music Ensemble

\*Includes Senior Music Activity requirement

NOTE: In addition, Education 21-426 Special Methods of Teaching Music, three credits and Education 21-437, Music Special Methods Field Experience, one credit are required as a part of the Professional Teacher Education Block.

**SUPERVISED TEACHING IN MUSIC**

Students making application for supervised teaching in the music field are recommended subject to the approval of the music faculty and the teacher education committee. (See qualifications listed under Education, THE PROFESSIONAL TEACHER EDUCATION BLOCK). The criteria for approval by the music faculty involves the following: (1) review of the student's general qualifications; (2) academic record, specifically in music a 2.5 average; (3) completion of all required music courses except applied and ensemble credit; and (4) passing the appropriate level of accompaniment proficiency. Students not recommended for supervised teaching may request reconsideration after not less than one semester or two summer sessions, during which it is expected that specified deficiencies will have been eliminated.









# DIVISION OF EDUCATION

*Dr. Robert A. Cleminson, Division Chairman*

## PHILOSOPHY AND OBJECTIVES OF THE TEACHER EDUCATION PROGRAM

### GENERAL OBJECTIVES

- To provide for the professional preparation of competent beginning teachers for the public schools at the elementary and secondary levels.
- To inculcate in students the dedication and skills necessary for educational leadership in the school and community.
- To develop an understanding of the historical and philosophical traditions underlying the American school system.
- To develop the sensitivity and knowledge necessary to cope with problems of human growth and development.
- To teach tenable theories relevant to the nature, functioning and assessment of intellectual activity and its motivation in strategies of the teaching-learning scheme.
- To provide public school teachers with opportunities for continuing professional growth through their association with the teacher education program.
- To provide a sound preparation for graduate work in education.
- To provide a climate in which students can develop their potential toward becoming master teachers.

### PROFESSIONAL COMPETENCIES

- The student will demonstrate personal qualities and communicative and professional skills critical to successful teaching.
- The student will demonstrate proficiency and knowledge in the areas of human and interpersonal relationships.
- The student will demonstrate proficiency in classroom management skills.
- The student will demonstrate knowledge of the structure of public education and an ability to function within its limitations.
- The student will demonstrate a proficiency in planning for instructional strategy.
- The student will demonstrate proficiency in classroom instruction.
- The student will demonstrate proficiency in classroom measurement and evaluation.
- The student will show an awareness of the multicultural dimensions of American society and their implications for the educational process.
- The student will show an awareness of the nature, etiology, specific characteristics and needs of the exceptional child.

## ADMISSION OF CANDIDATES FOR TEACHER EDUCATION

A student desiring to pursue the teacher education program should indicate this intention, if known, at the time of his matriculation and should plan an academic program which will satisfy the requirements of either the Bachelor of Arts in Secondary Education or the Bachelor of Arts in Elementary Education. The student's advisor or members of the faculty of the Division of Education are available to assist in such planning.

An application for status as a teacher candidate in the Teacher Education Program must be made to the Teacher Education Committee while the student is enrolled in

Education 21-200. At that time the Committee will appraise the student's record and approve as teacher candidates those students who have: 1) a 2.00 overall average in all courses taken, 2) "C" or better grades in English 60-101, 60-102, and Speech 69-202, and 3) demonstrated promising scholarship in their field(s) of specialization.

A student whose record reveals some remediable deficiency may be given provisional status as a teacher candidate in the Teacher Education Program until the deficiency is removed. Students denied admission will be informed of the reasons for rejection and may appeal to the Teacher Education Committee.

A transfer student desiring to enter the Teacher Education Program should submit an application immediately after registration. All entrance requirements must be met before final approval will be granted.

Upon being admitted to the Program, each student is assigned an advisor. Advisors in the Division of Education function as advisors for all elementary education majors while secondary education majors have advisors in the divisions related to their field of specialization.

Records for each teacher candidate are kept in the Office of the Chairman, Division of Education for purposes of advisement and to provide information for placement and employment.

## THE PROFESSIONAL TEACHER EDUCATION BLOCK

The professional Teacher Education Block is a semester of professional education courses taken during the teacher candidate's senior year. No other courses or extracurricular activities may be scheduled if they would interfere with the pursuit of the course work of the Teacher Education Block. Exceptions to this policy require permission from the Chairman of the Division of Education and the chairman of the department in which the course or activity is scheduled.

A Shepherd College student in secondary education must satisfactorily complete a minimum of eight (8) semester hours of work in his first teaching field and six semester hours of work in his second teaching field at Shepherd College before he can be considered for admission to the Teacher Education Block.

Permission to enroll in the professional block is granted by the Committee to teacher candidates who apply for entry into the block and who have: (1) an overall average of 2.00 or above in all courses, (2) an average of 2.30 or above in elementary education specialization or an average of 2.50 or above in their secondary education teaching field(s) (this includes all courses attempted in the area), (3) an average of 2.00 or above in all professional education courses, (4) a minimum grade of "C" in English 60-101, 60-102, and Speech 69-202, (5) a minimum of 90 hours of course work. Satisfactory completion of Education 21-200, 21-301, 21-302, 21-303, and 21-307 is prerequisite for admission to the Teacher Education Block for secondary education majors. Admission to the Teacher Education Block for elementary education majors requires satisfactory completion of 21-200, 21-303, 21-316, 21-317, 21-330, 21-331, 21-412, and 21-413. No student will be permitted to complete a program in teacher education who has not completed Directed Teaching or obtained a recommendation from the Coordinator of Teacher Education that Directed Teaching may be waived through the substitution of an approved practicum. Such practicums can only be approved for those students who have taught a minimum of three years, one of which occurred within the past five years, and who are willing to substitute work in Problems of Elementary Education or Problems of Secondary Education for the Directed Teaching, plus securing the appropriate recommendation from principals or superintendents of the school system where employed.

courses offered in the professional block include:

Elementary Education		*Secondary Education	
Required		Required	
.....	3	21-404 .....	4
.....	3	21-455 or 21-456 .....	6
or 21-451			
21-452, 21-453 .....	6		

General Methods in the student's field of study must be completed prior to or during professional block but before student teaching can begin.

## PROGRAM IN ELEMENTARY EDUCATION

A student majoring in elementary education will pursue a program designed to meet the requirements of the Bachelor of Arts Degree in Elementary Education and the West Virginia State Department of Education requirements for a teaching certificate for grades 1-6. This certificate is recognized by other states through a reciprocity agreement (the exact listing of states is available in the Division of Education office). To meet these requirements, students must complete the General Studies program, the Elementary Education specialization, the Elementary Education professional program, and the following courses: 71-201 and 71-202 American History, and 84-104 Physical Science, and 41-360 School Health Problems.

## CURRICULUM FOR THE ELEMENTARY EDUCATION SPECIALIZATION

Courses required .....	29
Music as an Art and Science .....	2
Music Materials and Procedures .....	3
Art in Elementary Education .....	2
Arts and Crafts for the Elementary School .....	2
Elementary School Physical Education Activities .....	3
Backgrounds of Literature .....	3
Principles of World Geography .....	3
Life Science for Elementary Teachers .....	4
Chemical Science .....	4
Math for Elementary Teachers .....	3

## CURRICULUM FOR THE EARLY EDUCATION ENDORSEMENT

An endorsement in Early Education leads to the Provisional Professional Certificate for grades N-K. This endorsement can only be added to an Elementary Education, grades 1-6, certificate. A student must successfully complete a supervised student teaching experience at the N-K level in addition to the following courses:

Courses required .....	15
Foundations of Early Education .....	3
Instructional Strategies in Early Education .....	3
Clinical Experience in Early Education .....	3
Child Development .....	3
Speech Correction .....	3

## CURRICULUM FOR MIDDLE CHILDHOOD EDUCATION ENDORSEMENT

West Virginia is currently developing certification patterns and programs for the emerging Middle School concept. Students desiring to teach Middle Childhood Education must complete a grade 4-8 program in a subject-matter area and complete successful supervised student teaching experience in an approved Middle School at a grade level and in the subject for which the endorsement is being sought. Such an endorsement can only be added to an Elementary Education, grades 1-6, certificate. Endorsements for grades 4-8 are available in the following subject matter areas:

Art	Mathematics
General Science	Physical Education
Language Arts	Social Studies



Students seeking additional skills and/or certified teachers desiring to retrain in the Middle Childhood Education field should complete the following courses:

Total hours required	
21-204	History and Philosophy of the Middle School
21-304	Psychology of the Middle School Child
21-319	Middle School Curriculum

### **The Elementary Education Professional Program**

21-200	Foundations of American Education	3
21-303	Human Development: Growth & Learning	3
21-316	Methods in Science & Math	1
<sup>1</sup> 21-330	Field Experience in Science & Math	1
21-317	Methods in Social Studies	1
<sup>2</sup> 21-331	Field Experience in Social Studies	1
21-412	Methods in Language Arts	1
<sup>3</sup> 21-413	Field Experience in Language Arts	1
21-402	General Methods in Elementary Education	3
21-442	Basic Components of Reading Instruction	3
21-445	Remedial Reading	3
21-450/451/452/453	Directed Teaching	6
		27 h

<sup>1</sup>Taken with 21-316

<sup>2</sup>Taken with 21-317

<sup>3</sup>Taken with 21-412

## **MAJOR IN SECONDARY EDUCATION**

A student majoring in secondary education will pursue a program designed to meet the requirements of the Bachelor of Arts Degree in Secondary Education from the West Virginia State Department of Education requirements for a teaching certificate in grades 7-12, 7-9 and/or K-12. To meet the requirements for the Bachelor of Arts in Secondary Education degree, the student must complete the General Studies program, the 7-12 or K-12 teaching specialization (as described below) and the Secondary Education professional program.

Students may choose one of two types of programs leading to a teaching specialization:

- (1) They may elect to specialize in one teaching field. The following comprehensive fields are available:

K-12 Art	7-12 Home Economics
7-12 Business Education	7-12 Social Studies
K-12 Music Education	

- (2) They may elect to specialize in two non-comprehensive teaching fields. To meet specific requirements, students must contact the appropriate division. Certain fields CANNOT be combined. The following non-comprehensive fields are available:

7-12 Art	7-9 Mathematics
7-12 Biology	7-12 Mathematics
7-12 Business Principles	K-12 Physical Education
7-12 Chemistry	7-12 Physical Education
7-12 English	7-12 Safety Education
7-12 General Science	7-12 Secretarial Studies
K-12 Health Education	K-12 School Library Media
7-9 Language Arts	7-9 Social Studies

### The Secondary Education Professional Program

Foundations of American Education	3 hrs.
Adolescent Development	3
Adolescent Development Field Experience	1
Educational Psychology	3
Educational Psychology Field Experience	1
Special Methods (required in major field, recommended in minor field)	3
Art Special Methods Field Experience	(1)
Music Special Methods Field Experience	(1)
Health, Safety, and Physical Education Special Methods Field Experience	(1)
Principles & Practices of Secondary Education	4
Directed Teaching	6

24 or 25

with 21-301

with 21-302

with 21-427 Art majors only

with 21-426 Music majors only

with 21-431 Physical Education, Health, and/or Safety majors only

### IFICATION OF TEACHERS

#### CATION, RECOMMENDATION, AND RENEWAL

Each teacher, in order to be eligible to teach in West Virginia and receive pay, apply for a teacher's certificate through a college, county superintendent or the Department of Education.

The Provisional Professional Certificate must be recommended by a college. For Provisional Professional Certificate, the college can recommend a teacher for a certificate provided that the teacher has completed at that college (1) the major portions of his professional requirements or (2) the work required in directed teaching methods.

Applications must be sent by the college or county superintendent directly to the Department of Education. No application will be accepted by the State Department received from the applicant.

IT IS THE PRIMARY RESPONSIBILITY OF EACH STUDENT AND TEACHER TO DETERMINE IF HE MEETS REQUIREMENTS FOR HIS CERTIFICATE AND FOR RENEWAL OF HIS CERTIFICATE. The National Teachers Examination must be taken before a teacher may be recommended for a certificate. Requirements for the various certificates may be obtained from the Office of the Registrar.

#### REQUIREMENTS FOR ALL CERTIFICATES

A "C" average is required: (1) on the total college credits earned; (2) on the hours earned on professional subjects; (3) a 2.3 average in the elementary specialization; a 2.3 average in each of the secondary teaching fields. "C" grades are required in each of the two basic English courses 60-101 and 60-102 and Speech 69-202.

#### EXTENSION AND CORRESPONDENCE CREDIT

The amount of extension and correspondence credit allowed for certification is: Provisional Certificate — 28 hours.

Credits earned by correspondence after July 1, 1934, will not be accepted by the Department of Education for certification of teachers with the exception of those earned through colleges and universities cooperating with the United States Armed Forces Institute. Correspondence credit completed before July 1, 1934, if used for certification, shall be included with the maximum permitted for extension.

#### MAXIMUM CREDIT ALLOWED FOR TEACHERS IN SERVICE

Within the school year, an in-service teacher may earn a maximum of twelve semester hours of credit. No more than six semester hours may be earned in any one semester.

## **VALIDITY OF CERTIFICATES**

Professional and Provisional Professional Elementary Certificates are the first six grades of the public school. Completion of the Early Education Element qualifies students for certification N-K through grade 6. Completion of a specialization and a successful teaching experience in an approved Middle School enable the student to add that subject endorsement to an elementary education certificate. Professional and Provisional Secondary Certificates are valid in grades 7 through 9, 7 through 12, or K through 12.

## **SUBSTITUTE TEACHERS**

Substitute teachers are certified on the same basis as teachers regularly employed.

## **THE COOPERATIVE TRAINING PROGRAM**

A program for the preparation of teachers of the deaf and blind is jointly sponsored by Shepherd College and the West Virginia Schools for the Deaf and Blind. Jack Brady, Superintendent.

Recognizing the need for teachers of the deaf and the blind child, the West Virginia Board of Regents, the West Virginia State Board of Education, Shepherd College, and the West Virginia Schools for the Deaf and Blind have undertaken a cooperative program designed to prepare teachers in these two areas of special education.

Students desiring to enter the program must fulfill all requirements of the teacher education program leading to the Professional Block. One semester of instruction in methods and supervised teaching on the campus of West Virginia Schools for the Deaf and Blind at Romney is substituted for the regular Professional Block. It should be noted that completion of this program will enable a student to graduate, but will not meet regular teacher certification standards for the public schools.

Any student desiring further information concerning the program or wishing to apply should contact the Chairman of the Division of Education.

## **HOME ECONOMICS**

The primary purpose of the Home Economics Department is to educate men and women for the professions which serve individuals, families, and the community. The College offers four programs in Home Economics.







## CURRICULUM FOR A MAJOR IN GENERAL HOME ECONOMICS

This program is designed for the student who desires a broad background in home economics. The variety and scope of jobs in the business community held by graduates with a home economics degree grows annually as employees in business and industry learn more about the education and experience of home economists. In addition, as a minor, students may choose a minor which complements their home economics courses and enhance their employment possibilities.

Upon satisfactory completion of the general home economics curriculum, a student is awarded a Bachelor of Science degree.

Hours required	43*
Textiles	3
Clothing	3
Food for the Family	3
Food & Meal Management	3
Marriage Relations	3
The Family (Sociology)	3
Advanced Clothing	3
Child Development	3
Home Equipment	2
Home Furnishings	3
Home Management	2
Housing	3
Nutrition	3
Consumer Economics	3
Home Management Residence	3

\*Students are required to take the courses listed in the catalog under "General Studies" except that General Chemistry 82-103 and 82-104 will be substituted for the science requirement.

## CURRICULUM FOR A MINOR IN HOME ECONOMICS

Students in any curricula may choose home economics as a minor.

Hours required	24
Textiles	3
Clothing	3
Food for the Family	3
Marriage Relations	3
Child Development	3
Home Furnishings or Housing 25-308	3
Nutrition	3
Consumer Economics	3

## CURRICULUM FOR A TEACHING FIELD IN HOME ECONOMICS - SECONDARY\* — GRADES 7-12

The home economics education student is provided with experiences to increase knowledge and skill in preparation for teaching home economics in grades 7-12. Home economics education is a comprehensive field in which a second field of study is required. Upon satisfactory completion of curriculum requirements, the student is awarded a Bachelor of Arts Degree in Secondary Education and must apply to the State Department of Education for Vocational certification through the Office of the Registrar.

Total hours required	.....
25-101	Textiles .....
25-102	Clothing .....
25-201	Food for the Family .....
25-202	Food & Meal Management .....
25-300	Marriage Relations .....
73-303	The Family (Sociology) .....
25-301	Advanced Clothing .....
25-304	Child Development .....
25-305	Home Equipment .....
25-306	Home Furnishings .....
25-307	Home Management .....
25-308	Housing .....
25-318	Nutrition .....
25-403	Consumer Economics .....
25-405	Home Management Residence .....
21-428	Methods of Teaching Home Economics at the Secondary level .....
21-429	Methods of Teaching Home Economics at the Adult level .....

\*Electives with consent of advisor .....

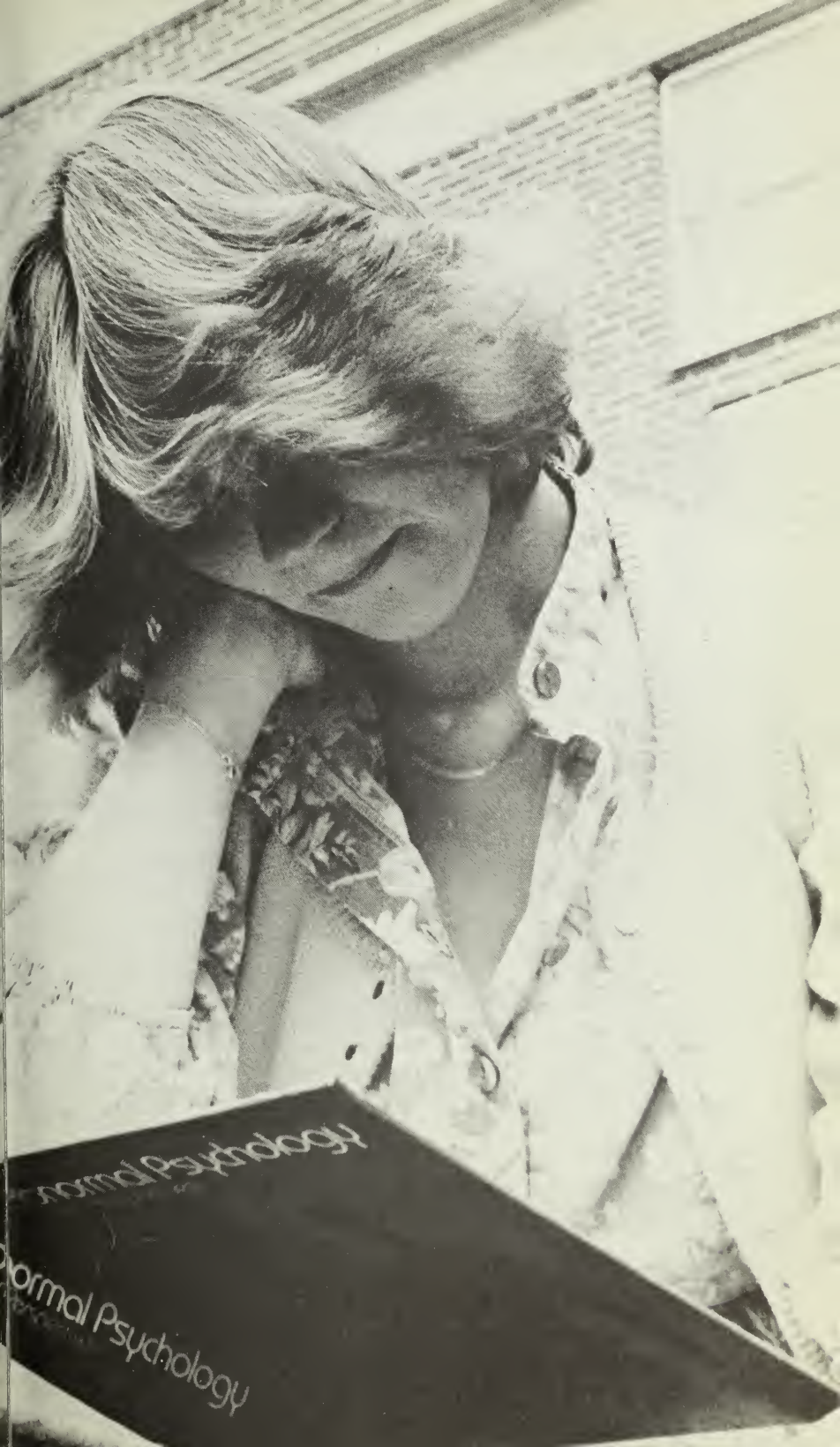
\*Home Economics education students — Six hours of electives must be chosen from the following areas: history, psychology, sociology, science, English, mathematics or foreign language.

Students are required to take the courses listed in the catalog under "Home Economics Studies" and under "The Secondary Education Professional Program" except for Elementary Chemistry 82-103 and 82-104 will be substituted for the science requirement.

### Home Management Residence Policy

All students enrolled in home economics with a major in either Home Economics Education or General Home Economics are required to live in the home management residence during their junior or senior year with the following exceptions:

- a. Married students are allowed to carry out their home management residence requirement at home providing they live independently of parents and/or others in the apartment and/or house and have access to their own budget. On-site evaluations will be conducted.
- b. A special management project shall be designed for any physically handicapped home economics major not able to live in the present home management residence.
- c. A special management project shall be designed for any male student enrolling in home economics. Due to the design of the home management residence, residence for males is not feasible.



Normal Psychology

Normal Psychology



## PROGRAM IN FASHION MERCHANDISING

Fashion Merchandising is a field for creative, enthusiastic young men and women. It offers opportunities for a challenging career in retail fashion.

### ASSOCIATE OF SCIENCE DEGREE

Total hours required	.....
60-101, 102	Written English .....
11-150	Introduction to Business .....
25-101	Textiles .....
25-102	Clothing .....
11-201, 202	Introductory Accounting .....
11-340	Marketing .....
12-205	Principles of Economics .....
12-206	Economic Problems .....
25-301	Advanced Clothing .....
25-210	Demonstration Techniques .....
25-302 or 306	Tailoring or Home Furnishings .....
25-403	Consumer Economics .....
13-327	Business Writing .....
11-350	Retailing .....
11-370	Advertising .....
11-360	Salesmanship .....
25-450	Service Industry Externship .....
	Electives .....

## PSYCHOLOGY

Shepherd College offers a program in psychology leading to the Bachelor of Arts degree.

The purpose of the psychology program includes the following:

- (1) To encourage the student to pursue a traditionally oriented liberal arts curriculum as a broad educational foundation.
- (2) To expose the student to the nature of scientific explanation and scientific research within psychology, as well as to provide him with a conceptual framework for the understanding of human behavior.
- (3) To provide, for the qualified student, actual experience in career activities involving teaching or research or service work within psychology, or a combination of these — (this is accomplished through our practicum program).
- (4) To contribute to the preparation of the student for admission to graduate school and to schools offering advanced professional certification.

In addition to the major in psychology, a student must also complete the minor in psychology. The student must select a minor field of study to meet graduation requirements. Although the minor may be selected from any of the possible minors offered at Shepherd College, for those who desire to attend graduate school in psychology, minors in biology, data processing, and/or mathematics are especially recommended.

**CURRICULUM FOR A MAJOR IN PSYCHOLOGY**

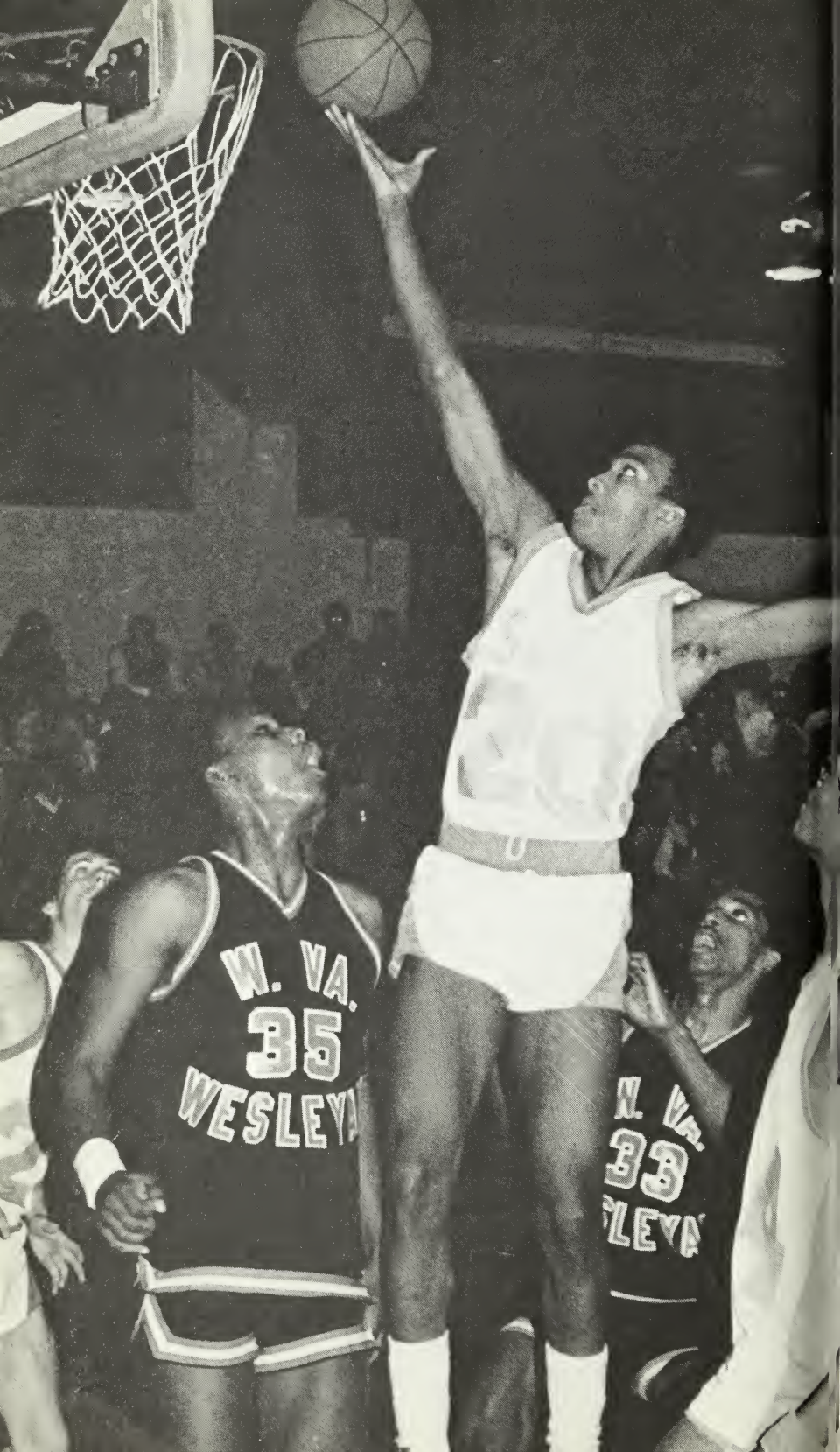
The curriculum for a major in psychology requires 34 hours. Sixteen hours are required and eighteen additional hours are to be selected from a prescribed listing. With permission of the Chairman of the Division of Education and the student's advisor, six of the eighteen elective hours may be career-track electives. These are courses that clearly relate to the student's career plans but they cannot overlap with courses comprising the student's minor field of study.)

Required hours:	16
Introduction to Psychology	3
General Psychology	3
Data Analysis in Psychology	3
Experimental Psychology	4
Statistics	3
Elective hours:	18
Adolescent Development	3
Educational Psychology	3
Social Psychology	3
Psychology of Mental Health	3
Psychology of Personality	3
Introduction to Clinical Psychology	3
Practicum in Psychology I	3
Practicum in Psychology II	3
History and Systems of Psychology	3
Abnormal Psychology	3
Psychology of Learning and Cognition	3
Physiological Psychology	3
Lifespan Developmental Psychology	3
Psychology Seminar	3
Psychological Tests and Measurements	3
Child Development	3

Psychology majors may fulfill the General Studies Mathematics requirement by completing course 85-105 and 85-314 in lieu of 85-215. Psychology majors may substitute 85-205, Statistics with Applications for 85-314, Statistics. With the permission of the Division of Science and Mathematics, 11-224, Business Statistics may be substituted for 85-314.

**CURRICULUM FOR A MINOR IN PSYCHOLOGY**

Hours required for a minor in Psychology	24
Required Courses	9
Introduction to Psychology	3
General Psychology	3
Data Analysis in Psychology	3
Elective Courses	15
Adolescent Development	3
Educational Psychology	3
Social Psychology	3
Psychology of Mental Health	3
Psychology of Personality	3
Introduction to Clinical Psychology	3
Practicum in Psychology I	3
Practicum in Psychology II	3
History and Systems of Psychology	3
Abnormal Psychology	3
Physiological Psychology	3
Lifespan Developmental Psychology	3
Experimental Psychology	3
Psychology Seminar	3
Psychological Tests and Measurements	3
Child Development	3





# **DIVISION OF HEALTH, PHYSICAL EDUCATION, RECREATION, AND SAFETY**

*Dr. Dean A. Pease, Division Chairman*

Enhancing the quality of life is the primary goal of all instruction, service and activity emanating from the Division of Health, Physical Education, Recreation and Safety (HPERS). All programs within the disciplines represented in the Division foster the skills, values and knowledge necessary to facilitate within their participants a commitment to an involved, active, healthy, and safe lifestyle, both now and in the future.

The Division of HPERS offers programs designed to prepare students to teach physical education in grades K-12, physical education in grades K-12, 7-12 or 4-8, and recreation management in grades 7-12. The Division also offers a program designed to prepare students to assume positions in recreation and the leisure services. A basic physical education program, an intramural program and an intercollegiate athletic program are all offered by the Division to integrate participation in physical and sport activity into the lifestyle of all college students, from the beginning to the gifted. A brief discussion follows describing the current programs offered by the Division of HPERS.

## **TEACHING FIELDS IN HEALTH EDUCATION, PHYSICAL EDUCATION AND SAFETY EDUCATION**

In addition to the specific teaching field curricula outlined in the following program of Health Education, Physical Education and Safety Education, all students who choose any one or a combination of specializations in these areas must complete the following:

During the sophomore year, serve as a student assistant for one semester in the Physical Education Division. Assignments for the student assistantship will be available from the Chairman of the Division of HPERS.

2. Participate in professional growth experiences with school age youth. Complete six of the following experiences. Experiences may not be repeated. A minimum of one for each year prior to senior year.

- a. Observation for one semester in each area of specialization.
- b. Participation in intramurals as a player.
- c. Participation in intercollegiate athletics.
- d. Participation in organization and/or administration of intramurals.
- e. Participation in organization and/or administration of intercollegiate athletics.
- f. Participation in workshop clinic in activities related to each specialization.
- g. Participation in organization and/or administration of workshop clinic in activities related to specialization.
- h. Hold active membership and participate in majority of meetings in professional organization (SAHPER or Phi Epsilon Kappa) the first year of attendance at Shepherd College.
- i. Participate in a State, District, or National professional meeting.
- j. Participate in club activities sponsored by the HPERS Division.
- k. Certification as a sports official by the state certifying agency.
- l. Teach an ARC First Aid Course of instruction.
- m. Teach a water safety course of instruction.

## SECOND TEACHING FIELDS

Students who elect physical education K-12 or 7-12, health education K-12 or safety education 7-12 as a first teaching field must choose a second teaching field. Course requirements for these fields will be found elsewhere in the catalog.

## CORRECTIVE THERAPY

Students taking a teaching field in physical education may also make application through the division chairman for 43-408 Field Work in Corrective Therapy at the Veterans Administration Center, Martinsburg, West Virginia.

## HEALTH EDUCATION

The discipline of health education overlaps all others in the Division in promoting the knowledge, habits, skills, and values necessary for Shepherd College students to enjoy a healthy, involved, and meaningful lifestyle. Health education encourages better personal health habits, attitudes, skills, and knowledge, and better utilization of goods and services, in the promotion of a healthy lifestyle. The Division prepares teachers in health education who are committed to these same objectives.

### CURRICULUM FOR HEALTH EDUCATION GRADES K-12

Total hours required for the specialization		
41-103	Personal and Community Health	3
41-360	School Health Problems	3
41-409	Current Trends in Health and Safety Education	3
41-406	Administration of Health and Physical Education	3
47-216	Safety Education	3
47-353	First Aid and Emergency Preparedness	2
43-324	Applied Anatomy and Physiology	4
One of the following two courses:		3
25-318	Nutrition	3
25-300	Marriage Relations	3

Students who select health education and physical education as their two teaching specializations must satisfy additional requirements as follows:

43-304	Care and Prevention of Athletic Injuries	3
Complete an <b>additional six hours</b> from the following list of courses (or other approved equivalents). Courses from above may not be repeated.		
22-302	Psychology of Mental Health	3
41-104	Foundations of Health and Physical Education	3
**81-225	Human Anatomy and Physiology	3
**81-226	Human Anatomy and Physiology	3
One of the following two courses:		3
25-318	Nutrition	3
25-300	Marriage Relations	3

\*\*Does not satisfy General Studies science requirement.

NOTE: Students must also satisfy Professional Education requirements for certification in the Division of Education section of this catalog.

## PHYSICAL EDUCATION

Through **participation** in sport and recreational activity one can experience feelings, meaning, and involvement in life. It is through regular participation that one maintains an involved, active, healthy, meaningful life. In physical education one learns to integrate participation into one's own lifestyle.

While the discipline of physical education is committed to the above mission, the Division is also committed to preparing teachers of physical education to help children enhance their own quality of life. It is through future teachers that children of today learn to value participation tomorrow. The Division is committed to studying ways to improve the preparation of teachers toward this end.

## CURRICULUM FOR PHYSICAL EDUCATION GRADES K-12

Hours required for the specialization	41
Required courses in Theory	26
PE-103 Personal and Community Health	3
PE-104 Foundations Of Health and Physical Education	3
One of the following two courses	2
PE-225 Administration of Intramurals	2
PE-343 Theory and Psychology of Coaching	2
Two of the following four courses in Officiating	2
PE-251 Football Officiating	1
PE-252 Basketball Officiating	1
PE-260 Volleyball Officiating	1
PE-261 Softball-Baseball Officiating	1
One of the following two courses	2
PE-304 Care and Prevention of Athletic Injuries	2
PE-353 First Aid and Emergency Preparedness	2
PE-324 Applied Anatomy and Physiology	4
PE-401 Adapted Physical Education	2
PE-405 Kinesiology	3
PE-406 Administration of Health and Physical Education	3
PE-410 Tests and Measurements in Physical Education	2
Required Movement Experiences	15
PE-111 Elementary School Physical Education Activities	3
Team Sports: Any two of the following five courses	4
PE-215 Basketball-Football	2
PE-218 Baseball-Wrestling	2
PE-230 Field Hockey, Soccer and Lacrosse	2
PE-231 Volleyball-Softball	2
PE-327 Track and Field	2
Individual Sports: Any one of the following three courses	2
PE-226 Archery-Bowling	2
PE-227 Tennis-Badminton	2
PE-241 Golf-Angling	2
PE-243 Movement and Rhythms	2
PE-246 Games and Aquatics	2
PE-247 Tumbling and Gymnastics	2
Students must also satisfy Professional Education requirements for certification. See the Division of Education section of this catalog.	





**CURRICULUM FOR PHYSICAL EDUCATION GRADES 7-12**

Total hours required for the specialization	.....	
Required courses in Theory	.....	
41-103	Personal and Community Health	.....
43-104	Foundations of Health and Physical Education	.....
One of the following two courses	.....	
45-225	Administration of Intramurals	..... 2
43-343	Theory and Psychology of Coaching	..... 2
Two of the following four courses in Officiating	.....	
43-251	Football Officiating	..... 1
43-252	Basketball Officiating	..... 1
43-260	Volleyball Officiating	..... 1
43-261	Softball-Baseball Officiating	..... 1
One of the following two courses	.....	
43-304	Care and Prevention of Athletic Injuries	..... 2
47-353	First Aid and Emergency Preparedness	..... 2
43-324	Applied Anatomy and Physiology	.....
43-401	Adapted Physical Education	.....
43-405	Kinesiology	.....
43-406	Administration of Health and Physical Education	.....
43-410	Tests and Measurements in Physical Education	.....
Required Movement Experiences	.....	
Team Sports: Any two of the following five courses	.....	
43-215	Basketball-Football	..... 2
43-218	Baseball-Wrestling	..... 2
43-230	Field Hockey, Soccer and Lacrosse	..... 2
43-231	Volleyball-Softball	..... 2
43-327	Track and Field	..... 2
Individual Sports: Any one of the following three courses	.....	
43-226	Archery-Bowling	..... 2
43-227	Tennis-Badminton	..... 2
43-241	Golf-Angling	..... 2
43-243	Movement and Rhythms	.....
43-246	Games and Aquatics	.....
43-247	Tumbling and Gymnastics	.....
NOTE: Students must also satisfy Professional Education requirements for certification in the Division of Education section of this catalog.		

**CURRICULUM FOR PHYSICAL EDUCATION GRADES 4-8**

Total hours required for the specialization	.....	
41-103	Personal and Community Health	.....
43-104	Foundations of Health and Physical Education	.....
43-111	Elementary School Physical Education Activities	.....
Team Sports: Any one of the following five courses	.....	
43-215	Basketball-Football	..... 2
43-218	Baseball-Wrestling	..... 2
43-230	Field Hockey, Soccer and Lacrosse	..... 2
43-231	Volleyball-Softball	..... 2
43-327	Track and Field	..... 2
Individual Sports: Any one of the following three courses:	.....	
43-226	Archery-Bowling	..... 2
43-227	Tennis-Badminton	..... 2
43-241	Golf-Angling	..... 2
43-243	Movement and Rhythms	.....
43-247	Tumbling and Gymnastics	.....
47-353	First Aid and Emergency Preparedness	.....
41-360	School Health Problems	.....
43-401	Adapted Physical Education	.....

## SAFETY EDUCATION

Safety is one of the most basic needs inherent to all of life. The discipline of safety education provides experiences that favorably affect the development of habits, skills, attitudes, and knowledge conducive to enjoyable, productive living. The Division is committed to preparing teachers toward this end.

### CURRICULUM FOR SAFETY EDUCATION GRADES 7-12

Hours required for the specialization	17
ED-216 Safety Education	3
ED-217 School and Highway Transportation	2
One of the following two courses	2
ED-3304 Care and Prevention of Athletic Injuries	2
ED-7-353 First Aid and Emergency Preparedness	2
ED-318 Introduction to Driver and Traffic Safety Education	3
ED-319 Laboratory Programs in Drivers Education	4
ED-409 Current Trends in Health and Safety Education	3
Students in this specialization are urged to take the following courses as electives:	
ED-1-320 Safety Management	3
ED-2-103 Introduction to Psychology	3
ED-8-312 OSHA 1	3
ED-1-305 Audio-Visual Aids	3

Students must also satisfy Professional Education requirements for certification. See the Division of Education section of this catalog.

## RECREATION AND LEISURE SERVICES

The educational mission of Recreation and Leisure Services is to provide an understanding and appreciation for leisure that will enhance and enrich the life of the individual and community. Leading to a B.S. Degree, the program prepares the student for a leadership position in the field of Recreation and Leisure Services. The program emphasizes the concept of play as an instructional strategy to link the practical, "hands-on" experiences of learning by doing with theory and concept. This philosophy of education combined with professional experiences develops the student into a recreation professional.

The program is designed to provide a general education with some specialization provided by the options. The student may select one of the following four options: Programming, Outdoor Education, Commercial and Hospitality, and Therapeutic Recreation.

**Programming Option.** The purpose of the Programming Option is to prepare the student for the traditional recreational program environments, including schools, community, armed forces, church, and voluntary and youth-serving agencies. The student will prepare the individual to conduct and administer programs in the traditional environments. The student may qualify for positions as activity leaders, program supervisors, and directors of recreation centers.

**Outdoor Education Option.** The purpose of the Outdoor Education Option is to prepare the student for positions which utilize the outdoor environment as an integral part of the program. This option prepares the individual to conduct and administer programs "in" and "for" the outdoors. Emphasis is on outdoor recreation leadership, backpacking, camping, school-oriented programs, environmental education, and interpretive services. The student may qualify for positions as interpreters, outdoor program leaders, camp counselors, and as outdoor and environmental education resource persons for schools and nature centers.

**Commercial and Hospitality Option.** The purpose of the Commercial and Hospitality Option is to prepare the student for positions in recreation where the business aspect is a major program determinant. This option blends business and hospitality with recreation to prepare the individual for conducting and administering programs in commercial, amusement, travel, resort, and conference recreation.

**Therapeutic Option.** The purpose of the Therapeutic Option is to prepare the student to promote the growth and development of persons and to bring about a desired change in behavior of the ill and disabled in a therapeutic setting. The program prepares the individual for registration in the National Therapeutic Recreation (NTRS) certification program. Students may qualify for positions in hospitals, homes, penal institutions, and leisure counseling.

### OUT-OF-CLASS REQUIREMENTS

In order to develop a graduate who is aware of the many changes occurring in the leisure services profession, who is actively involved with professionals in the field and who has developed professional contacts of his own, the following requirements and suggestions must be fulfilled by all majors in Recreation and Leisure Studies:

1. It is REQUIRED that a major be an active member in the student organization representing Recreation for one full academic year while enrolled as a full-time student at Shepherd College.
2. It is REQUIRED that each major be an active member of an approved state or national organization representing his professional area of study during all semesters enrolled as a full-time student at Shepherd College.
3. It is REQUIRED that a major attend at least one state or national conference each year he or she is enrolled as a full-time student at Shepherd College.
4. It is SUGGESTED that each major obtain a summer or part-time job within the field of Recreation during all school years he or she is enrolled in the Recreation curriculum.

### CURRICULUM FOR A MAJOR IN RECREATION

Curriculum In Recreation	58-65
<b>Core Requirements</b>	38
45-140 Introduction to Leisure Services	3
21-305 Audio-Visual Aids	3
45-315 Recreation Leadership	3
45-330 Introduction to Therapeutic Recreation	3
45-316 Recreation Programming	3
45-370 Outdoor Education	3
45-407 Administration of Leisure Services	3
45-420 History and Philosophy of Recreation	3
45-450 Field Experiences in Recreation and Seminar	5
85-217 Computers in Society	2
22-103 Introduction to Psychology	3
11-150 Introduction to Business	3
Option (Choose One)	8-18
<b>Programming Option</b>	18
45-314 Program Administration	3
45-390 Administration of Aquatics	3
45-225 Administration of Intramurals	3
22-205 Social Psychology	3
73-307 Population and Urban Problems	3
45-246 Games of Low Organization	1
33-352 Crafts	3
32-323 Introduction to Music Therapy	1
32-223 Recreational Music	2
<b>Outdoor Education Option</b>	19
45-332 Camp Counseling	3
79-201 Introduction to Park Administration	3
79-401 State and Federal Park Policy	3
81-420 General Ecology	4
71-300 Historic Preservation and Interpretation	3
84-304 Environmental Conservation	6
84-350 Natural Science Interpretation	3



<b>Commercial and Hospitality Option</b> .....	<b>18</b>
15-314 Program Administration .....	3
16-207 Survey of Food Services .....	3
16-303 Lodging Management .....	3
11-310 Principles of Management .....	3
11-340 Marketing .....	3
11-409 Personnel Management .....	3
<b>Therapeutic Recreation Option</b> .....	<b>19</b>
15-430 Therapeutic Recreation Program .....	3
11-401 Adapted Physical Education .....	2
11-324 Applied Anatomy and Physiology .....	4
12-360 Abnormal Psychology .....	3
15-402 Social Gerontology .....	3
15-331 Medical Terminology for Therapeutic Recreation .....	1
15-431 Leisure Counseling for Special Populations .....	3
<b>Required Electives (See major's handbook)</b> .....	<b>12</b>

### CURRICULUM FOR A MINOR IN RECREATION

Hours required for a minor .....	<b>24</b>
15-140 Introduction to Leisure Services .....	3
15-315 Recreation Leadership .....	3
15-316 Recreation Programming .....	3
15-330 Introduction to Therapeutic Recreation .....	3
15-332 Camp Counseling .....	3
15-370 Outdoor Education .....	3
15-420 History and Philosophy of Recreation .....	3
11-305 Audio-Visual Aids .....	3



## GENERAL STUDIES PHYSICAL EDUCATION

The general studies physical education program is part of the college-wide Program of General Studies. This college-wide program is designed to provide instructional and other meaningful experiences in sport, dance, aquatic, fitness, and other recreational activities. The purpose of these experiences is to give all students a positive and meaningful experience through active participation, thus contributing to the development of an active and healthy life.

With certain exceptions, all Shepherd College students are required to complete two semester hours of General Studies Physical Education classes. Only course numbers prefixed with "49" will satisfy the General Studies Physical Education requirement. In order to satisfy the General Studies requirement students normally select physical education activity classes in eight week sections, meeting two times per week. Each eight week section has a .5 credit value. Students who do not wish to participate in the regular physical education classes because of handicap or other special conditions should contact the Division Chairman of HPERS.

Instruction is provided in the following activities:

### GENERAL STUDIES PHYSICAL EDUCATION ACTIVITIES

Adapted P.E. I (1 credit)	Horseback Riding
Adapted P.E. II (1 credit)	Jogging
Aerobic Movement	Paddle Tennis
Archery, Beginning	Racquetball, Introduction to
Archery, Intermediate and Bow Hunting	Self-Defense
Backpacking	Small Water Craft
Badminton	Snow Skiing I
Bicycle Camping	Snow Skiing II
Bowling	Snow Skiing III
Camping	Softball
Casting-Angling	Swimming I (non-swimmers)
Cycling	Swimming II (for swimmers)
Dance, Basic Modern	Swimming, Fitness
Dance, Folk	Swimming, Synchronized
Dance, Square	Swimming, Advanced Synchronized
Fencing, Beginning	Tennis, Beginning
Fencing, Intermediate	Tennis, Intermediate
Field Hockey	Tumbling, Basic
Golf	Volleyball
Gymnastics, Basic	Weight Training
Handball, Introduction to	





## INTRAMURALS

An intramural program is provided for Shepherd College students, faculty, and to integrate participation in sport and recreation activity into their lifestyles. The intramural program offers approximately 24 events during the academic year. Thirteen special events are held on special occasions. The regular intramural activities offered by Shepherd College during the academic year are shown below:

### INTRAMURAL ACTIVITIES

Fall	Winter	Spring
Football Football (Co-Ed) Football (Female)	Badminton Basketball Foul Shooting Gymnastics Handball Innertube Water Polo Wrestling	All Campus Golf Tournament Biking Co-Ed Volleyball Golf Softball

Special Events: Photo Contest, Scavenger Hunt, Intramural Swim Meet, Discus Throw, Billiards

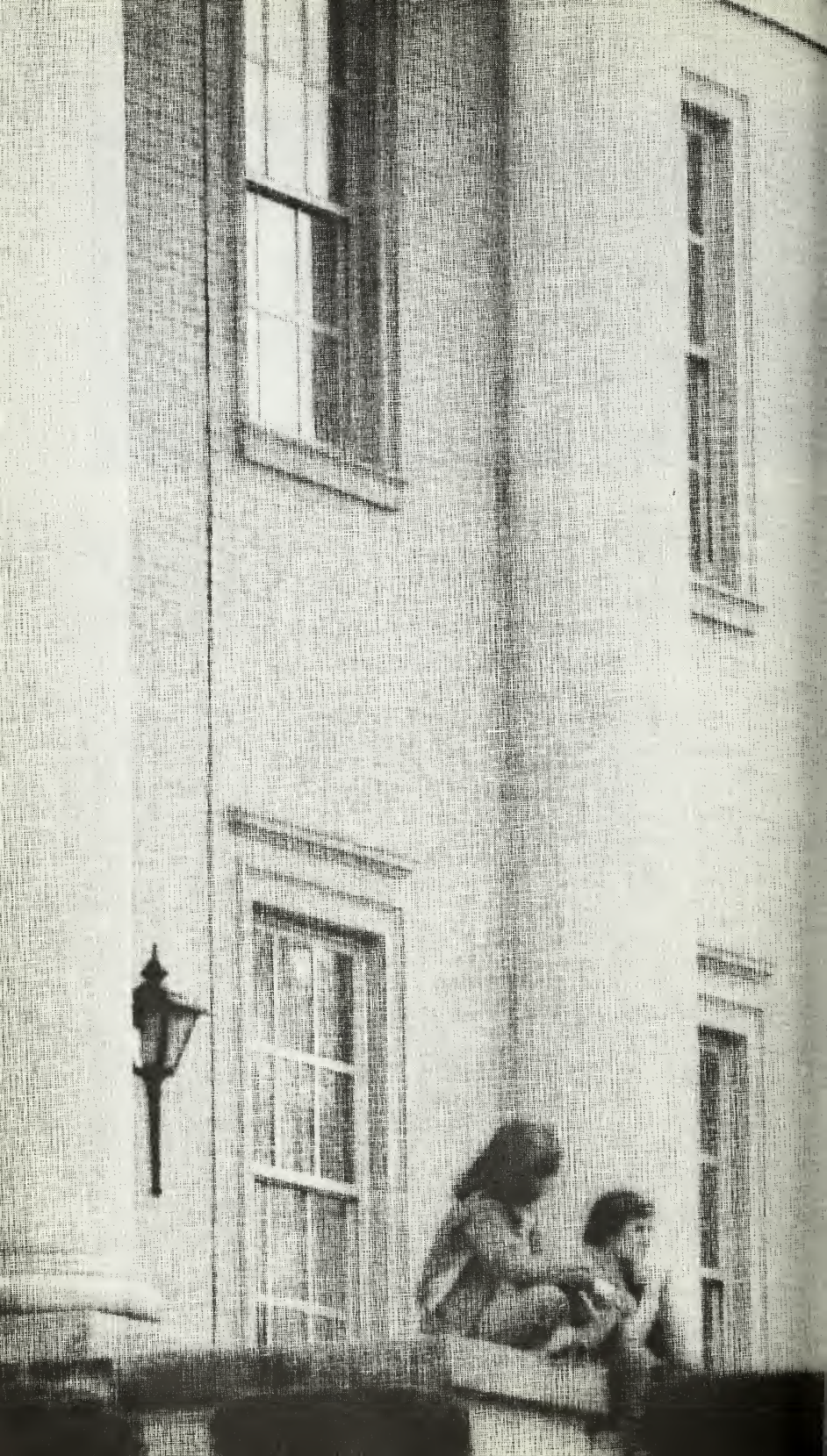
## INTERCOLLEGIATE ATHLETICS

Five intercollegiate athletic programs are offered for men, five are offered for women, and one is offered on a co-educational basis. The men's programs operate under the guidelines of the West Virginia Intercollegiate Athletic Conference and the National Association of Intercollegiate Athletics. The women's programs are sanctioned by the Association of Intercollegiate Athletics for Women and the West Virginia Intercollegiate Athletic Association. These intercollegiate athletic programs are listed below:

### INTERCOLLEGIATE ATHLETIC PROGRAMS

Men	Women	Co-Ed
Football Basketball Softball Swimming Tennis	Basketball Softball Swimming Tennis Volleyball	Golf





# DIVISION OF LANGUAGES AND LITERATURE

*Dr. Lee Keebler, Division Chairman*

The Division of Languages and Literature offers a diverse number of programs which seek to enable college students to teach on the secondary or elementary level, to enter graduate school, or to pursue a professional career. Minor fields of study are available. Courses are offered in disciplines which do not lead to a degree, but whose purpose is to provide greater depth of knowledge. In addition to providing opportunities for learning practical skills, the Division seeks to prepare students to live in the complex modern world by introducing them to perspectives offered by the humanities. Through these perspectives, sociological and personal barriers may be broken down, and the possibilities as well as the paradoxes of life, may be better understood.

EACH DISCIPLINE HAS SPECIFIC OBJECTIVES:

## ENGLISH

1. To encourage students to think critically and to communicate their thoughts effectively by teaching them the skills necessary to use the English language correctly on all occasions.
2. To contribute to a student's education in the humanities by exposing him to some of the world's best literature.
3. To prepare students capable of teaching English on the elementary or secondary level.
4. To provide students, particularly English majors, with a broad background in languages and literature which will enable them to pursue graduate study.
5. To give students a knowledge of the basic tools of the English field which will enable them to pursue any vocation with more ease and understanding.

## JOURNALISM

- To train students to produce school papers and accept other journalistic responsibilities.
- To give students a background in journalism sufficient to pursue graduate study in the field with the intent of teaching journalism or of entering a professional career in journalism.
- To provide practical guidance in understanding and producing the materials of mass communication media as they exist in today's world.

## LIBRARY SCIENCE

- To develop a competency-based media resource program for undergraduates.
- To provide beginning teachers with sufficient skills in the use of media resource centers to enable them to serve as instructional leaders.
- To educate the school library media specialist to function in instructional media centers in elementary through secondary schools.
- To inculcate a foundation for graduate study in the field of librarianship.

## MODERN LANGUAGES

- To introduce students to the language, literature, and culture of France and Germany.
- To train students to teach French on the junior or secondary level.
- To give students an adequate background in French or German sufficient to pursue graduate study, or to pursue a professional career where a knowledge of modern languages is necessary.



4. To encourage students who study French or German to spend a summer a year abroad.
5. To impress on students, and professors in all divisions, the values attached to a knowledge of modern languages in such areas as grammar, pronunciation, literature, and history.

## **SPEECH, DRAMA, RADIO BROADCASTING**

1. To provide an opportunity for students to develop an understanding and appreciation of speech, drama, and radio broadcasting as part of a general education.
2. To prepare students to teach speech and drama on the secondary, junior, or elementary level.
3. To provide students with a background which will enable them to pursue graduate study, or to pursue a professional career.
4. To give interested students additional practical experience in drama, speech, and radio broadcasting through extra curricular activities on campus and off campus.
5. To instill in the student body a realization that the activities of the department are cultural and entertaining.

## **SPECIAL REQUIREMENTS FOR ENGLISH MAJORS AND A TEACHING FIELD IN ENGLISH GRADES 7 THROUGH 12, OR IN LANGUAGE ARTS GRADES 7 THROUGH 9**

1. Junior Competency Examination. All English majors and student teachers will take a competency examination toward the end of the first or second semester of their junior year. The primary purpose of the exam is to determine the student's level of competency in composition and grammar and to demonstrate his knowledge of the material in the basic survey courses. Scores of student teachers will be sent to the Teacher Education Committee with a recommendation regarding admission to the teaching field. Scores of English majors will be sent to their advisors.
2. Senior Merit Examination. Students with a teaching field in English Grades 7 through 12, or in Language Arts Grades 7 through 9, will take a Senior Merit exam during the first semester of their final year as part of the course "Methods in the Teaching of English." The score will help determine the grade for the course and will become a matter of record for job questions. All English majors will take the exam toward the end of the senior year. The purpose of this exam is to allow the student to demonstrate his knowledge of English and American literature as presented in upper division courses. Students of either group whose scores warrant it will be granted special recognition.



# ENGLISH

## CURRICULUM FOR A MAJOR IN ENGLISH

total hours required for an English major ..... 30

required courses:

60-331	Modern Grammar	3
60-332	Advanced Composition	3
60-405	History of the English Language	3
61-210		
or 61-211	*Survey of English Literature	3
61-303	Shakespeare	3
61-310	American Literature	3

electives

One course from each of the following groups:

major writers:

61-430	Chaucer	3
61-435	Milton	3

literature of other countries:

61-300	Mythology	3
61-304	Early Dramatic Literature	3
61-305	Modern Dramatic Literature	3
61-308	Bible as Literature	3
61-313	World Literature	3
61-314	World Literature	3
61-416	Great Books	3
61-417	Great Books	3

courses dealing with a genre:

61-301	Short Story	3
61-309	Poetry	3
61-312	American Ethnic Literature	3
61-315	English Novel	3
61-360	American Fiction	3
61-361	American Poetry	3
61-436	Literary Criticism	3

courses dealing with a literary period:

61-302	Contemporary American Literature	3
61-306	Literature of the English Renaissance	3
61-316	Victorian Literature	3
61-317	Romantic Literature	3
61-321	Eighteenth Century English Literature	3
61-420	The Modern Novel	3
61-425	Elizabethan Drama	3

seminars: May be substituted for a course in any

appropriate grouping listed above:

61-405	Seminar in Literature	3
61-406	Seminar in Literature	3
61-407	Seminar in Literature	3

The English major will take both courses, 61-210 and 61-211, one of which is a General Studies requirement.

## CURRICULUM FOR A MINOR IN ENGLISH

total hours required for an English minor ..... 27\*

required, 12 hours:

61-303	Shakespeare	3
	Electives from composition and literature courses	
	numbered 300 or above	9

This includes 15 hours of General Studies requirements in the field of Languages and Literature listed under the Program of General Studies.

**CURRICULUM FOR A TEACHING FIELD IN ENGLISH GRADES 7 THROUGH 12**

Total hours required for a teaching field . . . . . 42

**Required courses:**

60-331	Modern Grammar	3
60-332	Advanced Composition	3
60-405	History of the English Language	3
61-210		
or		
61-211	*Survey of English Literature	3
61-303	Shakespeare	3
61-307	Adolescent Literature	3
61-310	American Literature	3
69-200	Voice and Diction	3
69-323	Oral Interpretation of Literature	3
21-442	Basic Components of Reading Instruction	3

**Electives**

ONE course from each of the following groups:

**Major writers:**

61-430	Chaucer	3
61-435	Milton	3

**Literature of other countries:**

61-300	Mythology	3
61-304	Early Dramatic Literature	3
61-305	Modern Dramatic Literature	3
61-308	Bible as Literature	3
61-313	World Literature	3
61-314	World Literature	3
61-416	Great Books	3
61-417	Great Books	3

**Courses dealing with a genre:**

61-301	Short Story	3
61-309	Poetry	3
61-312	American Ethnic Literature	3
61-315	English Novel	3
61-360	American Fiction	3
61-361	American Poetry	3
61-436	Literary Criticism	3

**Courses dealing with a literary period:**

61-302	Contemporary American Literature	3
61-306	Literature of the English Renaissance	3
61-316	Victorian Literature	3
61-317	Romantic Literature	3
61-321	Eighteenth Century English Literature	3
61-420	The Modern Novel	3
61-425	Elizabethan Drama	3

Seminars: May be substituted for a course in any appropriate grouping listed above:

61-405	Seminar in Literature	3
61-406	Seminar in Literature	3
61-407	Seminar in Literature	3

Note: The Seminar in Literature Courses (61-405, 406, 407) may be used in any group of electives. With the agreement of both his academic advisor and the Chairman of the Division, the student may substitute one course in Theatre or Journalism for one of his required group electives in literature of other countries, genres, or periods).

In addition to the 42 hours of course work required for the specialization, the student must participate in at least two "laboratory" activities in Language Arts—writing for a college publication (newspaper, yearbook, literary magazine), taking part in forensic activities, taking part in dramatic activities, working for the college radio station, being an English tutor, taking Seminar in Grammar, or participating in some other activity approved in advance by the advisor and the

Chairman. Since in most West Virginia and national high schools, the teacher in the 7-12 curriculum will be expected to be reasonably proficient in practical theatrics and journalism, the Division recommends that each student include experiences in both theatre and journalism laboratory credits. During his senior year (before he begins the Professional Block), the student will appear before a committee consisting of his advisor and two other members of the Division faculty appointed by the Division Chairman to present evidence of his activities and to spin their worth.

All prospective English teachers will take Education 21-421, Special Methods in the Teaching of English, as part of the teaching block.

## CURRICULUM FOR A TEACHING FIELD IN LANGUAGE ARTS GRADES 7 THROUGH 9

Total hours required for a teaching field ..... 30  
Required courses:

ED-1	Modern Grammar .....	3
ED-2	Advanced Composition .....	3
ED-3		
ED-6211	*Survey of English Literature .....	3
ED-1-7	Adolescent Literature .....	3
ED-1-10	American Literature .....	3
ED-20 or	Voice and Diction .....	
ED-6323	Oral Interpretation of Literature .....	3
ED-1-42	Basic Components of Reading Instruction .....	3

Electives:

One course from each of the following groups:

Major writers:

ED-1-33	Shakespeare .....	3
ED-1-40	Chaucer .....	3
ED-1-45	Milton .....	3

Literature of other countries:

ED-1-30	Mythology .....	3
ED-1-34	Early Dramatic Literature .....	3
ED-1-35	Modern Dramatic Literature .....	3
ED-1-33	Bible as Literature .....	3
ED-1-33	World Literature .....	3
ED-1-34	World Literature .....	3
ED-1-45		

ED-6417	Great Books .....	3
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Literary periods or a genre:

ED-1-3	Short Story .....	3
ED-1-32	Contemporary American Literature .....	3
ED-1-32	Literature of the English Renaissance .....	3
ED-1-32	Poetry .....	3
ED-1-32	American Ethnic Literature .....	3
ED-1-32	The English Novel .....	3
ED-1-32	Victorian Literature .....	3
ED-1-32	Romantic Literature .....	3
ED-1-32	Eighteenth Century English Literature .....	3
ED-1-32	American Fiction .....	3
ED-1-32	American Poetry .....	3
ED-1-42	The Modern Novel .....	3
ED-1-42	Elizabethan Drama .....	3
ED-1-42	Literary Criticism .....	3

Electives: May be substituted for a course in any appropriate groupings listed above:

ED-1-40	Seminar in Literature .....	3
ED-1-40	Seminar in Literature .....	3
ED-1-40	Seminar in Literature .....	3

The English major will take both courses, 61-210 and 61-211, one of which is a General Studies requirement.



The Seminar in Literature courses (61-405, 406, 407) may be used in any group of electives. With the agreement of both his academic advisor and the Chairman of the Division, the student may substitute one course in Theatre or Journalism for one of his required group electives (literature of other countries, genres, or periods).

In addition to the 30 hours of course work required for the specialization, the student must participate in at least **two** "laboratory" activities in Language Arts—writing for a college publication, taking part in forensic activities, taking part in theatrical activities, working for the College station, being an English tutor, taking Seminar in Grammar, or participating in some other activity approved in advance by the Division. Since in most West Virginia and national high school curricula, the teacher in the 7-9 curriculum will be expected to be reasonably proficient in practical teaching and journalism, the Division recommends that each student include experiences in both teaching and journalism in his laboratory credits. During his senior year (before he begins the Professional Block), the student will appear before a committee consisting of his advisor and two members of the Division faculty appointed by the Division Chairman to present evidence of his activities and to explain their worth.

All prospective English teachers will take Education 21-421, Special Methods in the Teaching of English, as part of the teaching block.

## CURRICULUM FOR A TEACHING FIELD IN LANGUAGE ARTS GRADES 4 THROUGH 8

The Language Arts 4-8 Program is based on the specialization in Elementary Education. It is intended to prepare a student to teach Language Arts subjects in middle school, wherever a school system provides for such a school, to include grades 4 through 8. The student entering this program will have to meet all the General Studies required by the college and the following courses in Language Arts, required for Elementary Specialization: Backgrounds of Literature (Children's Literature), Interpretation, and a course in Language Arts (21-412). Other required courses include the following:

Total hours required for a teaching field .....		21
Required courses:		
21-442	Basic Components of Reading Instruction .....	3
21-445	Remedial Reading .....	3
60-331 or	Modern Grammar .....	3
60-332	Advanced Composition .....	3
60-438 or	Seminar in Grammar .....	1
60-439 or	Seminar in Grammar .....	1
60-440	Seminar in Grammar .....	1
61-204	Survey of American Literature .....	3
61-301	Short Story .....	3
69-200	Voice and Diction .....	3
69-204	Elements of Dramatic Production .....	3

\*This includes 61-204 which is a general studies requirement.

All prospective English teachers will take 21-421, Special Methods in the Teaching of English, as part of the teaching block.

## JOURNALISM

### CURRICULUM FOR A MINOR IN JOURNALISM

The curriculum for a minor in journalism requires 21 semester hours credit. It is suggested that a person minoring in the field of journalism take a major subject field English, economics, political science, or business administration. Courses in foreign languages, sociology and Social Problems 73-205 would also be helpful.

21	hours required for a minor	21
24	Required courses:	
24	News Writing	3
26	Editing and Make-up	3
25	News Story Types	3
26	Feature and Editorial Writing	3
30	Propaganda and Public Opinion	3
6	Credits from the field of journalism	6
11	Introduction to Journalism	3
31	Newspaper Advertising	3
45	Investigative Reporting	3

### LIBRARY SCIENCE (SCHOOL LIBRARY-MEDIA)

The School Library-Media curriculum is designed primarily to prepare students to become effective School Library-Media Specialists.

To pursue the School Library-Media courses in a sequential order the students must be enrolled in the program by the first term of their sophomore year. The student must contact the chairman of the department during his freshman year to plan his program.

All students in the School Library-Media program must earn a 2.0 grade in each course. Those students in the Teacher Education program must have an average of 2.5 for secondary education and 2.3 for elementary education in the School Library-Media courses and must have received admission to the Professional Education Block as a prerequisite to enrollment in 63-318 Library Practice.

Students who expect to attend graduate school should strive for an average of 3.0. They should plan their courses so as to obtain a background of general knowledge. Credits should be selected from the areas of social studies, English, economics, sociology, political science, psychology, education, accounting, speech, business education, modern foreign languages (French or German). The ability to type is a necessity.

The School Library-Media specialization must be selected in combination with a specialization for classroom teaching in grades K-12, 7-12, 7-9, or elementary grades. A minimum of 24 credit hours is required for West Virginia certification of School Library-Media personnel with these specializations. Student teaching will be done in the student's first field in order to give the prospective School Library-Media specialist the teacher's viewpoint as well as certification in that field.

### CURRICULUM FOR A MINOR OR A TEACHING FIELD IN SCHOOL LIBRARY-MEDIA

24	Required courses	24 hours
30	Library Materials for Children	3 hours
30	Library Materials for Adolescents	3 hours
30	Reference and Bibliography	3 hours
31	Instructional Media	3 hours
31	Cataloging and Classification	3 hours
31	Library Practice	3 hours
32	School Library Organization and Administration	3 hours
30	Audio-Visual Aids	3 hours

**MODERN LANGUAGES****CURRICULUM FOR A MINOR IN FRENCH**

Total hours required for a minor	2
Required courses, 6 hours	
64-101, 102 Elementary French	6 hours
Electives, 18 hours:	
64-203 Intermediate French	3 hours
64-204 Intermediate French	3 hours
64-303 Survey of French Literature	3 hours
64-304 Survey of French Literature	3 hours
64-402 Applied Linguistics in Oral French	3 hours
64-403 Advanced French Conversation	3 hours
64-404 French Civilization and Culture	3 hours

**CURRICULUM FOR A MINOR IN COMMUNICATIONS**

Total hours required for a minor	
Required Core, 9 hours:	
Choose 3 courses: One must be in the student's Emphasis Area	
62-101 Introduction to Journalism	
69-204 Elements of Dramatic Production	
69-211 Introduction to Broadcasting	
69-215 Interpersonal Communication	
Emphasis Area, 15 hours: Select one of the following emphasis areas:	
Broadcasting, 15 hours:	
69-309 Play Direction	
69-213 Radio Announcing	
69-326 Advanced Radio Announcing	
69-329 Educational Broadcasting	
69-300 or Persuasion	
69-315 or Public Speaking	
62-204 or News Writing	
62-206 Editing and Make-Up	
Drama, 15 hours:	
69-246 Stagecraft and Scene Design	
69-309 Play Direction	
69-312 Acting	
69-341 History of the Theatre	
69-311 or Direction	
69-323 or Oral Interpretation of Literature	
61-303 or Shakespeare	
61-304 or Early Dramatic Literature	
61-305 Modern Dramatic Literature	
Journalism, 15 hours:	
62-204 News Writing	
62-206 Editing and Make-Up	
62-305 News Story Types	
62-306 Feature and Editorial Writing	
62-310 Propaganda and Public Opinion	
Speech Communication, 15 hours:	
69-200 Voice and Diction	
69-300 Persuasion	
69-315 Public Speaking	
69-319 Discussion: Principles and Types	
69-320 Argumentation and Debate	
69-323 Oral Interpretation of Literature	
69-330 Speech Correction	



## ENGLISH, DRAMA, BROADCASTING

### CURRICULUM FOR A MINOR IN SPEECH AND DRAMA

Hours required for a minor	24 hours
Required courses, 18 hours:	
Voice and Diction	3 hours
Elements of Dramatic Production	3 hours
Persuasion	
Public Speaking	3 hours
Discussion: Principles and Types	
Argumentation and Debate	3 hours
Play Direction	
Direction	3 hours
Oral Interpretation of Literature	3 hours
Electives, 6 hours	
Three hours selected from speech or drama courses and three hours selected from broadcasting. Electives to be approved by major professor.	

## THEOLOGICAL STUDIES

The American Association of Theological Schools proposes no one course of study as "best" for students who plan to enter seminary, but emphasizes that those who enter should be able, upon graduation from college, to demonstrate the ability to use certain tools of the educated man. Recommendations generally indicated by the Association include such minimal statements as these: English, 12-16 semester hours; history, 8-12 semester hours; foreign language, 12-16 semester hours; natural sciences, 12-16 semester hours; social sciences, 12-16 semester hours; philosophy, 8-12 semester hours; psychology, 4-6 semester hours.

Of the possible areas of concentration offered at Shepherd College, students who plan to enter seminary would be well advised to consider either English or history as their major.

The following schedule represents a recommended program for the first two

03	Introduction to Psychology	3
04	General Psychology	3
03	Introduction to Visual Arts	2
11	Music Appreciation	2
	General Studies Physical Education	2
01	Written English	3
02	Written English	3
08	Old Testament	3
09	New Testament	3
02	Fundamentals of Speech	3
01	History of Civilization	3
02	History of Civilization	3
03	General Sociology	3
05	Social Problems	3
01	Introduction to Philosophy	3
05	History of Philosophy	3
06	Twentieth Century Philosophy	3
15	Ethics	3
03	General Physical Science	4
04	General Physical Science	4
	Foreign Language	6

The student and his advisor will determine, in conjunction with the major chosen, the number of courses for the third and fourth years.

## CURRICULUM FOR AN ASSOCIATE OF ARTS DEGREE IN GENERAL STUDIES

The Associate of Arts Degree in General Studies is a terminal degree, but courses taken are compatible with, and may be applied toward, most four-year degree programs.

12-205	Principles of Economics .....
33-103	Introduction to Visual Arts .....
32-111	Music Appreciation .....
49-	General Studies Physical Education .....
60-101	Written English .....
60-102	Written English .....
61-204	Survey of American Literature .....
61-210	Survey of English Literature .....
or 61-211	Fundamentals of Speech .....
69-202	History of Civilization .....
71-101-103	American Federal Government .....
72-101	General Sociology .....
73-203	81-101 and 102 General Biological Science, or
	81-208 Plants as Organisms and 81-209 Animals as Organisms, or
	82-103 and 104 Elementary Chemistry, or
	82-207 (plus 208 Lab) and 82-209 (plus 210 Lab) General Chemistry, or
	83-211 and 83-212 General Physics, or
	84-103 and 84-104 General Physical Science .....
84-215	Introduction to Mathematics .....
Electives	.....



# DIVISION OF SCIENCE AND MATHEMATICS

*Dr. Franklin W. Sturges, Division Chairman*

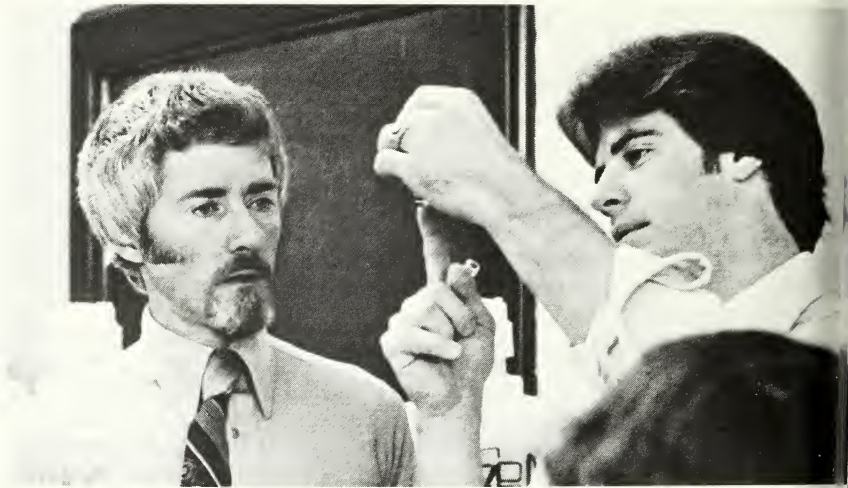
The primary objective of the Division of Science and Mathematics is to increase the student's understanding and appreciation of the power and beauty of mathematical and scientific thought and to increase the student's knowledge of the subject matter of these fields and of the impacts such knowledge have on our lives. We also seek to improve the necessary and useful skills employed in field/laboratory activities and in mathematical expression or analysis.

In addition to introductory level programs for general studies, the Division offers liberal arts major and minor concentrations in Biology, Chemistry, and Mathematics. Graduates of these majors may qualify for admission to graduate programs in traditional disciplines or to professional schools of dentistry, medicine, and veterinary medicine. Students also may prepare to enter directly professions in education (elementary or secondary with teaching fields in Biology, Chemistry, Earth Science, and Mathematics); Fire Service and Safety Technology; Medical Technology; and Nursing. Students wishing to enter other professions, e.g. Pharmacy or Physical Therapy, may obtain preparation in basic sciences and many other courses required for admission to such a professional school by one or two years of study at Shepherd, before transferring to the appropriate professional school.

The Division continually strives to offer courses which enable students to obtain sufficient breadth, currency, and depth of knowledge to enter and to advance successfully within any of the above fields. We recognize that the flexibility, versatility, and growth potential necessary for graduates entering the job market today, in a time when mathematics and Science have ever-increasing impact on our society, require more than ever before.







**BIOLOGY**

Purpose: The courses in biology are intended to acquaint the student with the living world around him; to provide an understanding of the fundamental life processes; to demonstrate scientific methods of approach to find solutions for problems; to cultivate an attitude of inquiry and research; to develop laboratory skills in various types of work in life science; to prepare students as teachers of biology; and to provide pre-professional preparation in such fields as medicine, dentistry, veterinary medicine and other related fields.

**CURRICULUM FOR A MAJOR IN BIOLOGY**

Total hours required for a major	34
Required Biology courses	26
81-208 Plants as Organisms	4
81-209 Animals as Organisms	4
81-305 Cell Biology	4
81-315 Directed Research	4
81-316 Directed Research	4
81-344 Genetics and Evolution	4
81-406 Developmental Biology	4
81-420 General Ecology	6
Elective Biology courses	8
Any courses numbered 81-302 through 81-450 <i>except</i> 81-350	24
Required related courses	
82-207 General Chemistry	
82-208 General Chemistry Lab	
82-209 General Chemistry	
82-210 General Chemistry Lab	
83-211 General Physics	
83-212 General Physics	
84-108 Development of Science	
84-109 Process of Science	
85-105 College Algebra	
Elective Mathematics courses (2 hours required)	
85-108 Elementary Analysis	
85-217 Computers in Society	
85-314 Statistics	

**CURRICULUM FOR A MINOR IN BIOLOGY**

Hours required for a minor	24
Directed Biology courses	20
BI-208 Plants as Organisms	4
BI-209 Animals as Organisms	4
BI-305 Cell Biology	4
Two of the following:	
BI-344 Genetics and Evolution	4
BI-406 Developmental Biology	4
BI-420 General Ecology	4
Elective Biology courses	4
BI-302 Microbiology	4
BI-310 Plant Pathology	3
BI-312 Vertebrate Natural History	4
BI-313 Invertebrate Natural History	4
BI-324 Plant Taxonomy I — Fall Flora	2
BI-325 Plant Taxonomy II — Spring Flora	1
BI-332 Comparative Anatomy	4
BI-344 Genetics and Evolution	4
BI-360 Animal Behavior	3
BI-401 Histology	4
BI-404 Immunology	4
BI-406 Developmental Biology	4
BI-410 Plant Physiology	3
BI-412 Animal Physiology	3
BI-420 General Ecology	4
Required related courses	8
One of the following two groups	
CH-103 Elementary Chemistry	4
CH-104 Elementary Chemistry	4
or	
CH-207 General Chemistry	3
CH-208 General Chemistry Lab	1
CH-209 General Chemistry	3
CH-210 General Chemistry Lab	1

**CURRICULUM FOR BIOLOGY TEACHING FIELD GRADES 7 THROUGH 12**

Hours required	27
BI-305 Cell Biology	4
BI-310 Directed Research	1
BI-344 Genetics and Evolution	4
BI-406 Developmental Biology	4
BI-420 General Ecology	4
CH-207 General Chemistry	3
CH-208 General Chemistry Lab	1
CH-209 General Chemistry	3
CH-210 General Chemistry Lab	1
DE-101 Development of Science	1
DE-102 Process of Science	1

List of specific objectives of this program and of competencies a student must be able to demonstrate upon completion of this program should be obtained from one's advisor immediately after that person is assigned by the Division Chairman.

NOTE This listing does not include certain courses which are highly recommended preparatory experiences for the required upper division biology courses nor does it include the general studies mathematics requirements.

**CHEMISTRY**

Purposes: The department offers a comprehensive program of courses in chemistry designed to serve those students preparing to enter the field of industrial chemistry, to enter graduate school in the field of chemistry, to work in related fields where chemistry is an important part of their background, to teach chemistry in general science, and for a non-science career where a broad educational background is needed.

**CURRICULUM FOR A MAJOR IN CHEMISTRY**

Total hours required for a major .....

## Required Chemistry courses

82-207	General Chemistry I	.....
82-208	General Chemistry Lab I	.....
82-209	General Chemistry II	.....
82-210	General Chemistry Lab II	.....
82-315	Organic Chemistry I	.....
82-316	Organic Chemistry II	.....
82-321	Analytical Chemistry	.....
82-322	Instrumental Analysis	.....

## Physical Chemistry Group:

82-327	Solution Chemistry	.....
82-328	Solution Chemistry Lab	.....
82-427	Spectroscopy	.....
82-428	Thermodynamics	.....
82-429	Thermodynamics Lab	.....

## Required related courses

83-211	General Physics I	.....
83-212	General Physics II	.....

## Mathematics:

85-105	College Algebra	.....
85-106	Trigonometry	.....
85-108	Elementary Analysis	.....
85-207	Calculus with Analytic Geometry I	.....
85-208	Calculus with Analytic Geometry II	.....

**CURRICULUM FOR A MINOR IN CHEMISTRY**

Total hours required for a minor .....

## Required Chemistry courses

82-207	General Chemistry I	.....
82-208	General Chemistry Lab I	.....
82-209	General Chemistry II	.....
82-210	General Chemistry Lab II	.....
82-315	Organic Chemistry I	.....
82-316	Organic Chemistry II	.....

## Elective Chemistry courses

Any Chemistry courses numbered 82-301 or higher, except 82-311 Chemical Pharmacology

**CURRICULUM FOR CHEMISTRY TEACHING FIELD GRADES 7 THROUGH 12**

Total hours required in Chemistry .....

## Required Chemistry courses

82-207	General Chemistry I	.....
82-208	General Chemistry Lab I	.....
82-209	General Chemistry II	.....
82-210	General Chemistry Lab II	.....
82-315	Organic Chemistry I	.....
82-316	Organic Chemistry II	.....
82-321	Analytical Chemistry	.....
82-327	Solution Chemistry	.....
82-328	Solution Chemistry Lab	.....





## ELECTRONICS TECHNOLOGY

**Purposes:** The Electronics Technology program is designed to satisfy the desire of students to enter a technical field which has enjoyed very rapid growth in recent years. Current and projected technological demands of society promise a continued, probably ever-increasing need for technicians with considerable post-secondary training. This curriculum is based upon a sound foundation of mathematics and the physical and applied sciences. It develops both basic fundamentals in electricity and advanced theory, as in integrated circuits. Extensive practical laboratory experience is an integral part of the program. Students receive a background in the fundamentals of digital computers, industrial control systems, home entertainment equipment and the correct usage of test equipment.

The Associate of Science Degree program in Electronics Technology is provided through the use of staff and facilities of Shepherd College and James Rumsey Vocational Technical Center. Technical aspects of the program are taught at James Rumsey VTC. Theoretical and general education aspects are taught by Shepherd College.

Students may take the first 30 semester hours at James Rumsey VTC, be tested on the content of 85-131 Technical Math I and 85-132 Technical Math II when enrolling at Shepherd College, and take the remaining 30 semester hours at Shepherd. Or, students could complete the Shepherd part of the program first, or take Shepherd evening classes along with their James Rumsey VTC course. The James Rumsey VTC part of the program is given sequentially six hours per day for eleven months, while Shepherd's program is on a course by course basis. While students are at James Rumsey VTC they will be enrolled and supervised by that institution and will pay its fees. Students taking Shepherd courses, whether given on or off campus, will be enrolled at Shepherd and pay its fees. Academic credit only (not grades) will be awarded by Shepherd College to students transferring from James Rumsey VTC upon validation of student transcripts.

Due to a limited number of student spaces for this program, individuals interested in the program should make application to both institutions before April 1 of the year of intended enrollment.

Upon successfully completing this program, the student will be granted the Associate of Science degree in Electronics Technology.

## CURRICULUM FOR AN ASSOCIATE OF SCIENCE DEGREE IN ELECTRIC TECHNOLOGY

Total hours required for the degree	30
Required James Rumsey VTC hours	15
R-501      D.C. Circuit Analysis	3
R-502      A.C. Circuit Analysis	3
R-503      Semiconductor Fundamentals	3
R-504      Introduction to Circuits and Systems	3
R-505      Basic Circuit Analysis	3
R-506      Advanced Circuit Analysis	3
R-511      Electronics Lab I	3
R-512      Electronics Lab II	3
R-513      Electronics Lab III	3
R-514      Electronics Lab IV	3
Required Shepherd College hours	15
One of the following two courses	3
11-150      Introduction to Business	3
11-345      Wr. Comm. in Business	3
One of the following four courses:	3
12-205      Principles of Economics	3
71-101      History of Civilization	3
72-101      American Federal Government	3
73-203      General Sociology	3
Each of the following five courses	3
60-101      Written English	3
60-102      Written English	3
69-202      Fundamentals of Speech	3
83-211      General Physics I	4
83-212      General Physics II	4
One of the following two groups of courses	3
85-131      Technical Math I	3
85-132      Technical Math II	3
A free elective	3
or	
85-105      College Algebra	3
85-106      Trigonometry	2
85-108      Elementary Analysis	2
One of the following two courses	4
85-205      Calculus with Applications	4
85-207      Calculus with Anal. Geom. I	4

## FIRE SERVICE AND SAFETY TECHNOLOGY

**Purposes:** The curriculum is designed to prepare individuals to provide leadership in community and industrial fire prevention and suppression and in fire safety. Course offerings will be scheduled to encourage part-time student participation. Many of the courses will be taught by professionals in the field and use of the variety of facilities available in the region.

# RICULUM FOR AN ASSOCIATE OF APPLIED SCIENCE DEGREE IN FIRE SERVICE AND SAFETY TECHNOLOGY

Hours required for the degree	64
Required courses in Fire Service and Safety Technology	26
FS-101 Introduction to Fire Science	3
FS-102 Fire Prevention	3
FS-113 General Physical Science (FS and ST)	3
FS-201 Structural Design and Building Codes	3
FS-202 Flammable and Explosive Materials	3
FS-203 Emergency and Rescue Operations	3
FS-212 Toxic, Corrosive and Radioactive Materials	3
FS-205 EMT	4
FS-350 Practicum I	1
Elective Courses in Fire Service and Safety Technology	4
FS-320 Safety Management	3
FS-261 Introduction to Paramedical Practice	3
FS-262 Introduction to Fluid and Drug Therapy in Prehospital Emergency Care	4
FS-263 Prehospital Management of Respiratory Emergencies	3
FS-264 Prehospital Management of Cardiovascular Emergencies	5
FS-265 Prehospital Management of Neurological, Soft-tissue and Musculo-skeletal Emergencies	4
FS-266 Prehospital Management of Medical and Behavioral Emergencies	4
FS-267 Prehospital Management of Ob-gyn and Pediatric Emergencies	3
FS-268 Survey of Rescue Techniques for Paramedics	4
FS-301 Fire Company Administration	3
FS-302 Tactics and Strategy of Fire Suppression	3
FS-303 Fire Investigation	3
FS-304 Fire-Fighting Water Control	3
FS-311 The Industrial Fire Brigade	3
FS-312 OSHA I	3
FS-313 Automated Fire Protection Systems	3
FS-351 Practicum II	1
FS-390 Special Topics	1-4
Required courses	18
PS-103 Introduction to Psychology	3
PS-101 Written English	3
PS-102 Written English	3
PS-202 Fundamentals of Speech	3
PS-102 State and Local Government	3
PS-203 General Sociology	3

Elective courses 16  
 Elective courses should be selected with advisement. Suggested courses include Type-Office Procedures, Written Communications in Business, Business Writing, Insurance, Relations in Industry, Psychology of Mental Health, Industrial Sociology, Audio-Visual Human Anatomy and Physiology, Photography, and courses in fields of journalism, speech, mathematics.

## GENERAL SCIENCE

**Purposes:** To enable the student to acquire general knowledge of his physical biological universe, to come to understand the sciences of chemistry, physics and geology as they affect his daily life, to acquire general knowledge of resources and their products, to prepare public school teachers of General Science.



**CURRICULUM FOR A MINOR IN GENERAL SCIENCE**

Total hours required for the minor .....

Required hours .....

Any two of the following three groups:

81-208           Plants as Organisms .....

81-209           Animals as Organisms .....

or

82-207           General Chemistry I .....

82-208           General Chemistry Lab I .....

82-209           General Chemistry II .....

82-210           General Chemistry Lab II .....

or

83-211           General Physics I .....

83-212           General Physics II .....

Electives .....

Any upper division elective courses from areas 81, 82, 83 and/or 84 except that Photography and 84-350 Natural Science Interpretation may not be included. Also, a student may not use both 81-420 General Ecology and 84-304 Environmental Conservation for the minor.

NOTE: No student with a major in either Biology or Chemistry shall be permitted to have a minor in General Science.

**CURRICULUM FOR A GENERAL SCIENCE TEACHING FIELD GRADUATE  
THROUGH 12**

Total hours required .....

Required General Science Hours .....

84-103           General Physical Science .....

84-108           Development of Science .....

84-109           Process of Science .....

84-301           Geology .....

84-302           Astronomy .....

84-303           Meteorology .....

Required related courses .....

81-101           General Biological Science .....

81-102           General Biological Science .....

82-100           Chemical Science .....

**CURRICULUM FOR A GENERAL SCIENCE SPECIALIZATION FOR 12  
MIDDLE SCHOOL GRADES 4 THROUGH 8**

Total hours required .....

Required Science courses .....

81-100           Life Science for Elementary Teachers .....

82-100           Chemical Science .....

84-103           General Physical Science .....

84-104           General Physical Science .....

Elective Science courses .....

One of the following four field Biology course experiences

81-312           Vertebrate Natural History .....

81-313           Invertebrate Natural History .....

81-324,           .....

81-325           Plant Taxonomy I, II .....

81-420           General Ecology .....

Other courses in Biology, Chemistry, General Science and/or Physics. 84-108 Development of Science and 84-109 Process of Science are highly recommended electives.



## MATHEMATICS

**Purposes:** To lead students to a grasp of the beauty and power of mathematical ideas; to prepare the prospective teacher to teach creatively; to furnish mathematical knowledge necessary for other disciplines; and to help provide vocational direction when needed.

### CURRICULUM FOR A MAJOR IN MATHEMATICS

Hours required for the major	34
Required Mathematics courses	22
8106 Trigonometry	2
8108 Elementary Analysis	2
8207 Calculus with Anal. Geom. I	4
8208 Calculus with Anal. Geom. II	4
8309 Calculus with Anal. Geom. III	4
8312 Introduction to Abstract Algebra	3
8317 Computer Programming	3
Elective Mathematics courses approved by the Mathematics Department, which must include at least one in each of the three following areas	12
<b>I, Analysis</b>	
8501 Differential Equations	3
8502 Differential Equations	3
8510 Advanced Calculus	3
8511 Advanced Calculus	3
<b>II, Applied</b>	
8514 Statistics	3
8518 Numerical Analysis	3
8521 Theory of Probability	3
<b>III, General</b>	
8504 Number Theory	3
8505 Topics in Modern Mathematics	3
8507 Linear Algebra	3
8515 Introduction to Topology	3
8524 Foundations of Geometry	3

**CURRICULUM FOR A MINOR IN MATHEMATICS**

Total hours required for the minor .....

Required Mathematics courses .....

85-105 College Algebra .....

85-106 Trigonometry .....

85-108 Elementary Analysis .....

In addition, each student pursuing a minor field  
in Mathematics must follow one of the following two  
tracks of required and elective courses in  
Mathematics

Track A, Traditional .....

85-207 Calculus with Anal. Geom. I .....

85-208 Calculus with Anal. Geom. II .....

Mathematics courses numbered above 85-301 .....

or

Track B, Applied .....

85-154 Finite Mathematics for Business .....

\*85-205 Calculus with Applications .....

85-317 Computer Programming .....

Two of the following four courses .....

\*\*85-314 Statistics .....

85-318 Numerical Analysis .....

85-321 Probability .....

85-407 Linear Algebra .....

\*85-207 Calculus with Anal. Geom. I may replace 85-205 Calculus with Applications

\*11-224 Business Statistics may replace 85-314 Statistics

**CURRICULUM FOR MATHEMATICS TEACHING FIELD GRADES  
7 THROUGH 12**

Required Mathematics courses .....

85-105 College Algebra .....

85-106 Trigonometry .....

85-108 Elementary Analysis .....

85-200 College Geometry .....

\*85-204 Introduction to Matrices .....

85-207 Calculus with Anal. Geom. I .....

85-208 Calculus with Anal. Geom. II .....

85-309 Calculus with Anal. Geom. III .....

85-312 Introduction to Abstract Algebra .....

85-314 Statistics .....

85-317 Computer Programming .....

85-424 Foundations of Geometry .....

\*85-407 Linear Algebra may replace 85-204 Introduction to Matrices

**CURRICULUM FOR MATHEMATICS TEACHING FIELD GRADES  
7 THROUGH 9**

Required Mathematics courses .....

85-105 College Algebra .....

85-106 Trigonometry .....

85-108 Elementary Analysis .....

85-200 College Geometry .....

85-202 Data Study .....

\*85-204 Introduction to Matrices .....

\*85-205 Calculus with Applications .....

85-215 Introduction to Mathematics .....

85-312 Introduction to Abstract Algebra .....

85-424 Foundations of Geometry .....

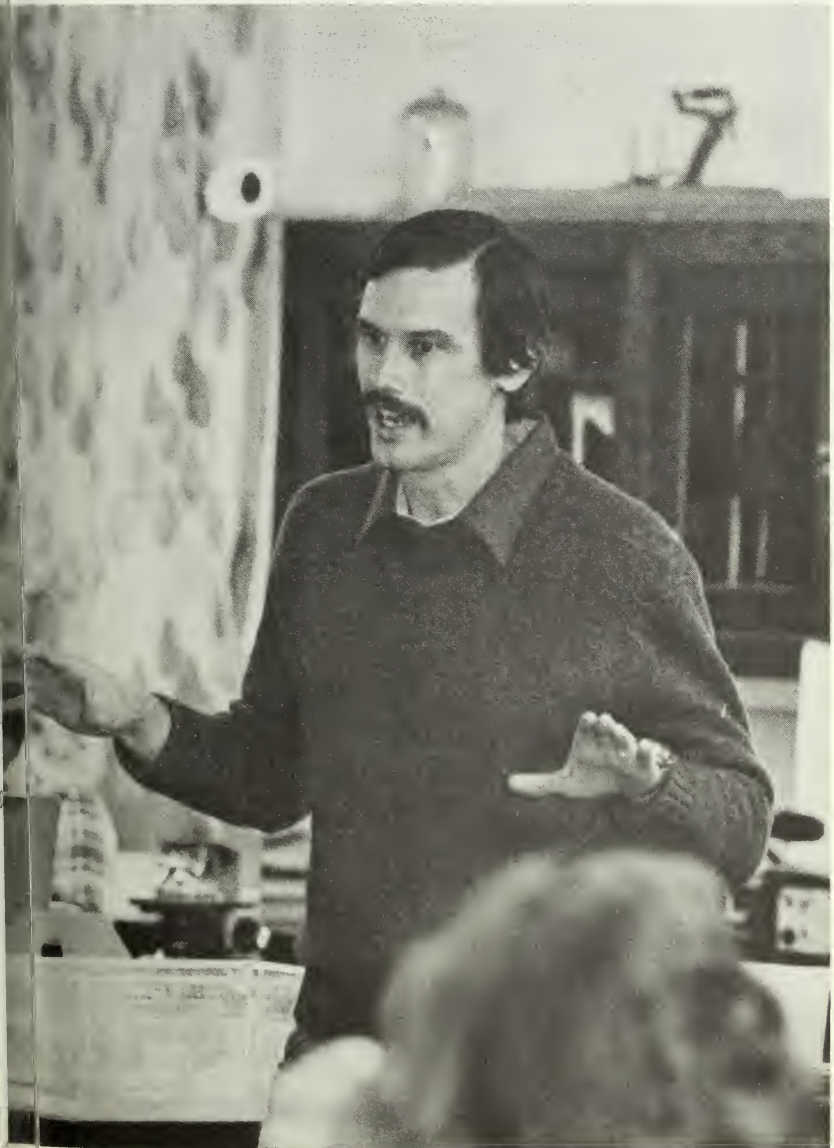
\*85-407 Linear Algebra may replace 85-204 Introduction to Matrices

\*\*85-207 Calculus with Anal. Geom. I may replace 85-205 Calculus with Application



# RICULUM FOR A MATHEMATICS SPECIALIZATION FOR THE MIDDLE SCHOOL GRADES 4 THROUGH 8

ed Mathematics courses	17
-105 College Algebra	3
-108 Elementary Analysis	2
-200 College Geometry	2
-202 Data Study	1
-215 Introduction to Mathematics	3
-300 Mathematics for Elementary Teachers	3
-312 Introduction to Abstract Algebra	3





## MEDICAL TECHNOLOGY

**Purposes:** The curriculum leading to the BS in Medical Technology is designed to prepare the student to write the examination for certification as a Medical Technologist. This is accomplished by three years of preparation in the sciences and general studies, followed by the fourth year in an internship capacity in a clinical agency. During the fourth year, the student must register at the college at the appropriate registration period for the courses to be taken at the clinical facility.

The student must complete a minimum of 96 hours before leaving the Shepherd College Campus. The fourth year consists of 12 months of instruction and laboratory experience in an accredited Medical Technology program. Upon successfully completing this program, the participant will be granted a Bachelor of Science degree in Medical Technology. Graduates are eligible for certification by the Board of Certification of the American Society of Clinical Pathologists after having successfully passed the National Examination required for certification. Transfer students must do a minimum of one year's work on the Shepherd College Campus before entering the program.

It is the student's responsibility to apply for admission to the specific programs of his choice. This should be investigated early in the junior year. The hospital passes on the admission of all candidates. Should the student not enter clinical training, the option of working toward the degree in biology and/or chemistry would be appropriate in order to utilize the study in science already accomplished to minimize the time required to obtain a degree.

The college has a formal affiliation agreement with the School of Medical Technology at Memorial General Hospital in Elkins, West Virginia. Other accredited programs which are recommended are the Schools of Medical Technology at

King's Daughters Hospital, Staunton, Virginia

Ohio Valley Hospital, Steubenville, Ohio

Oscar B. Hunter Memorial Laboratory, Bethesda, Maryland

Washington Hospital Center, Washington, D.C.

## CURRICULUM FOR A MAJOR IN MEDICAL TECHNOLOGY

Hours required for the major	87-88
Physical	50-51
	37
Required Biology courses	10
8-225 Human Anatomy and Physiology I	3
8-226 Human Anatomy and Physiology II	3
8-302 Microbiology	4
Required Biology courses	12
8-209 Animals as Organisms	4
8-305 Cell Biology	4
8-344 Genetics and Evolution	4
8-401 Histology	4
8-406 Developmental Biology	4
Required Chemistry courses	8
8-207 General Chemistry	3
8-208 General Chemistry Laboratory	1
8-209 General Chemistry	3
8-210 General Chemistry Laboratory	1
Required Chemistry courses	15
8-315 Organic Chemistry	4
8-316 Organic Chemistry	4
8-319 Biochemistry	3
8-320 Biochemical Techniques	2
8-321 Analytical Chemistry	4
8-322 Instrumental Analysis	3
8-327 Solution Chemistry	3
8-331 Chemistry Seminar	1
Required Mathematics courses	3
8-05 College Algebra	3
Required Mathematics courses	2-3
8-08 Elementary Analysis	2
8-17 Computers in Society	2
8-14 Statistics	3
Required Clinical courses	37
8-721 Medical Technology I	9
8-722 Medical Technology II	13
8-723 Medical Technology II	15

## REQUIREMENTS

**Purpose:** The Associate of Science Degree in Nursing program is designed to prepare the student to write the examination for licensure as a Registered Nurse and to commence a career as a beginning practitioner of nursing. It is intended that the student in nursing will develop within the student an awareness of the value and dignity of mankind. Relationships between health, illness and homeostasis will be emphasized; clinical skills will be developed as well as the ability to assess, plan, implement and evaluate nursing care in a variety of health settings.

In order to progress, the student enrolled in the nursing program must not receive a "C" in each nursing course, and in Anatomy and Physiology, 81-225 and 81-226, must maintain a minimum of a 2.0 cumulative grade point average at the end of each semester and must satisfy pre- and co-requisite requirements as scheduled. To receive the Associate of Science degree in Nursing, the student must have a grade of at least "C" in each nursing course and also must have a 2.0 cumulative grade point average for all courses taken.

For sequence of prerequisite and corequisite courses which must be followed in order to progress in the Department of Nursing, see the Nursing Students Handbook.



An application for admission to the Nursing Program, in addition to the application for admission to Shepherd College, must be on file in the Nursing Department by December 1 of the year preceding intended enrollment. After the applicant has the above mentioned applications, he must arrange for a personal interview with the Director of Nursing Education.

Candidates who are selected for the limited number of openings must possess a good scholastic background which includes the successful completion of college in algebra and chemistry, good skills in communication and proficiency in English. In addition candidates must possess good physical and mental health.

### **CURRICULUM FOR AN ASSOCIATE OF SCIENCE DEGREE IN NURSING**

Total hours required for the degree	.....
Required Nursing courses	.....
86-101	Basic Needs
86-102	Needs Throughout the Life Cycle
86-103	Clinical Nursing
86-104	Clinical Nursing
86-106	Clinical Nursing
86-111	Introduction to Unmet Needs
86-151	Basic Chemistry
86-201	Selected Unmet Needs I
86-202	Selected Unmet Needs II
86-203	Clinical Nursing
86-204	Clinical Nursing
86-205	Clinical Nursing
86-206	Clinical Nursing
86-220	Trends in Nursing
Other required courses	.....
22-103	Introduction to Psychology
60-101	Written English
69-202	Fundamentals of Speech
73-203	General Sociology
81-225	Human Anatomy and Physiology
81-226	Human Anatomy and Physiology
81-302	Microbiology
Electives	.....



**PARK ADMINISTRATION — NATURAL SCIENCE OPTION**

Shepherd College, through its Social Science Division offers a Bachelor of Science degree program in Park Administration. Within this program there is an opportunity for a student to concentrate some academic experiences in the Natural Sciences or in the Social Sciences. The following is a list of course requirements and is specific for the Natural Science option. A complete description of the requirements for the Bachelor of Science degree in Park Administration may be found in the Social Science sections of this catalog.

**\*NATURAL SCIENCE OPTION**

General Science course	3
ES-350 Natural Science Interpretation	3
General Science courses	18
at least 6 hours from the following Biology courses	
ES-310 Plant Pathology	3
ES-312 Vertebrate Natural History	4
ES-313 Invertebrate Natural History	4
ES-324,325 Plant Taxonomy I and II	3
ES-360 Animal Behavior	3
ES-410 Plant Physiology	3
ES-412 Animal Physiology	3
at least 6 hours from the following General Science courses	
ES-306 Introduction to Oceanography	3
ES-301 Geology	3
ES-302 Astronomy	3
ES-303 Meteorology	3
ES-305 Earth Science	3

General Studies science and mathematics courses requirements are *not* included in this listing.

**PRE-PROFESSIONAL STUDIES**

In addition to a number and variety of major and minor field concentrations applied baccalaureate degrees, together with several associate degree programs Teacher education programs, Shepherd College provides students with excellent opportunities to begin their undergraduate college preparation leading toward certain professions. Such students, however, must eventually make application to, and successfully complete the terminal training provided by a special professional or graduate school or university elsewhere.

These pre-professional programs include several with substantial concentration in the sciences and mathematics and constitute recommended course selections with Shepherd College academic offerings which may prepare students for application to professional schools of dentistry, medicine, veterinary medicine, pharmacy and physical therapy. As such, these course work recommendations should be viewed as requirements of institutions other than Shepherd College unless, as is commonly the case, a student pursues a specific Shepherd College degree program as well. The interest of creating and expanding educational, as well as career alternatives for students are strongly urged to consider combining a pre-professional program with a closely related Shepherd College baccalaureate or associate degree program.

**AGRICULTURE**

Shepherd College does not offer a degree in either agricultural or forestry science. In general we recommend that students interested in college level training in these fields investigate such programs available at colleges and universities (e.g. Virginia University) which do grant degrees in these fields.

However, Shepherd College does offer a number of courses compatible with some which are required by university programs in agriculture or forestry and, therefore, provides some opportunity for preliminary preparation at Shepherd College before transfer to another institution for completion of a degree program.

### **PRE-DENTISTRY, PRE-MEDICINE, PRE-VETERINARY MEDICINE**

The majority of successful applicants to professional schools in these areas are those who have completed a four-year baccalaureate degree program, although a small percentage of exceptional third year college undergraduates may be admitted, particularly to Dental Schools.

The recommended undergraduate preparatory course of study is, of course, one which concentrates within the basic sciences of Biology, Chemistry and Physics, but professional schools usually recommend that the undergraduate program include a broader academic background as well, like that provided by the Shepherd College program of general studies.

Therefore, it is suggested that students pursuing career goals of the practice of Dentistry, Medicine and/or Veterinary Medicine undertake, while at Shepherd College, course work leading to a Bachelor of Science degree in either Biology or Chemistry with a science oriented minor field. Requirements for the baccalaureate major and minor fields in Biology or Chemistry are listed in this catalog under the appropriate headings. The Shepherd College general studies requirements and other general baccalaureate degree requirements are described in this catalog as well.

Before the end of their sophomore year, students pursuing any of these professional avenues of study are urged to solicit from professional schools of their interest, specific admission information in order to insure that any exceptional requirements may be taken into account in planning the balance of the pre-professional course of study at Shepherd College.





## PHARMACY

Admission requirements to professional Schools of Pharmacy are variable. The professional program outlined by the course listing below, while rather specific in application to the West Virginia University School of Pharmacy, is representative of what is required for many other professional schools of pharmacy.

25	Principles of Economics	3
26	Economic Problems	3
11	Written English	3
12	Written English	3
23	Plants as Organisms	4
29	Animals as Organisms	4
27	General Chemistry	3
23	General Chemistry Lab	1
29	General Chemistry	3
20	General Chemistry Lab	1
35	Organic Chemistry	4
35	Organic Chemistry	4
21	General Physics	4
22	General Physics	4
16	College Algebra	3
16	Trigonometry	2

11	Electives in Arts, Humanities, Languages	12
11	Electives in Social or Behavioral Sciences	6

16, 81-102 General Biology may be substituted for 81-208 and 81-209.

Such a program of pre-professional course work would normally require between 2 and 3 years of full-time study at Shepherd College.

## PHYSICAL THERAPY

The general academic program of Shepherd College provides excellent opportunities for persons who are interested in a career in Physical Therapy to begin their undergraduate preparation toward this professional goal. However, as with other pre-professional concentrations, students must apply to and be accepted by a professional school in the field in order to obtain the terminal training culminating with a degree or certificate in Physical Therapy.

The following is a listing of Shepherd College courses from which preparatory courses, acceptable to most schools of Physical Therapy, may be selected.

10	Introduction to Psychology	3
10	General Psychology	3
10	General Studies Physical Education	2
10	Written English	3
10	Written English	3
20	Fundamentals of Speech	3
10	General Biology	4
10	General Biology	4
20	General Chemistry	3
20	General Chemistry Lab	1
20	General Chemistry	3
21	General Chemistry Lab	1
21	General Physics	4
21	General Physics	4
05	College Algebra	3
06	Trigonometry	2
31	Statistics	3
31	Electives in Psychology	6
24	Free electives	7-13

224 Business Statistics is equivalent

Since some variation may exist in pre-professional requirements among professional schools of physical therapy, students are urged to solicit specific admission information from professional schools before completion of their first year of study at Shepherd College.



# DIVISION OF THE SOCIAL SCIENCES

*Dr. John E. Stealey, III, Division Chairman*

The Division of the Social Sciences has a diverse number of undergraduate programs in history, park administration, political science, social welfare, geography, and social studies teaching. Minor fields of study are available in history, political science, and sociology. Also, the Division offers courses in the disciplines of geography and philosophy. In addition to the general purpose of education and development of individual students in their pursuit of humanities and social science knowledge in courses, the faculty is dedicated to the preparation of students for entrance into teaching, into graduate, law, and other professional schools, and into military and social service careers. The Division shares its academic resources for military service purposes with the Eastern Panhandle area of West Virginia and with other localities in Virginia and Maryland.

## HISTORY

The history program involves the study and understanding of the evolutionary processes of human existence and experience in various civilizations, the development of civilizations, and the relationship of historical experience. Historical study enables students to confront the present and future with understanding and intelligence.

### CURRICULUM FOR A MAJOR IN HISTORY

Hours required for a major	30
Required courses, 18 hours:	
1-21	
an 71-202	History of the United States . . . . . 6
2-1	American Federal Government . . . . . 3
1-33	Modern European History . . . . . 3
1-32 or	Recent United States History . . . . . 3
71-04	World History . . . . . 3
1-42 or	History of Russia . . . . . 3
71-20	The Far East . . . . . 3
Elective courses, 12 hours from the following:	
30 or 400 level History course or	
Constitutional Law 72-401.	

### CURRICULUM FOR A MINOR IN HISTORY

Hours required for a minor	24
Required courses, 18 hours:	
1-2	
and 1-202	History of the United States . . . . . 6
2-1	American Federal Government . . . . . 3
1-33	Modern European History . . . . . 3
1-32 or	Recent United States History . . . . . 3
71-4	World History . . . . . 3
71-4 or	History of Russia . . . . . 3
71-0	The Far East . . . . . 3
Elective courses, 6 hours selected from upper division courses in history.	



## PARK ADMINISTRATION

The Park Administration program at Shepherd College prepares students for entrance into careers in the administration, management, and custodianship of parks. It will enable students to interpret natural and scientific or American historical phenomena to the public. Graduates of the program will receive the Bachelor of Science degree.

Based in the liberal arts, the curriculum is quite flexible and allows the student to select either the American historical or the natural science option. An interdepartmental arrangement for academic credit will permit the student to gain a semester or summer experience in an appropriate park setting.

### CURRICULUM FOR A MAJOR IN PARK ADMINISTRATION

Minimum hours required for graduation	.....
General Studies requirements	.....
Park Administration and additional courses	.....
22-103	Introduction to Psychology
22-104	General Psychology
72-102	State and Local Government
71-202	History of the U.S.
60-332 or	Advanced Composition
69-315	Public Speaking
81-420 or	General Ecology
84-304	Environmental Conservation
11-409	Personnel Management
79-210	Introduction to Park Administration
79-301 and	
79-302	Park Management
79-310	Parks in Urban Setting
79-401	State and Federal Park Policy
79-450	Directed Field Placement
American historical option*	.....
71-201	History of the U.S. to 1865
71-315	American Social History to 1877
71-316	American Social History since 1877
71-300	Historic Preservation and Interpretation
American history electives from the following group	.....
71-302	American Colonial History and Revolutionary Experience
71-303	The Early Republic, 1781-1850
71-304	American Civil War and Reconstruction
71-305	History of the Lower Shenandoah Valley
71-310	The Gilded Age and Progressive Era
71-311	Economic History of the United States
71-312	Recent United States History
71-402	Diplomatic History of the United States
71-405	History of the American Negro
71-413	Techniques of Research
71-425,	
71-426	Readings in American and Western Hemispheric History
33-304	American Art

\*Natural Science option is listed in Division of Science and Mathematics section of this catalog.



## POLITICAL SCIENCE

Political Science develops an understanding of the privileges and responsibilities of citizenship and an appreciation of the theory, structure, and operations of government. It prepares students for careers in governmental service, the foreign service, and graduate work and research. The political science program is strengthened by its proximity to Washington which enables the classroom work to be enhanced by numerous opportunities to observe the actual workings of the federal government.

### CURRICULUM FOR A MAJOR IN POLITICAL SCIENCE

all hours required for a major	30
Required courses, 15 hours:	
2-2 State and Local Government	3
2-21 Public Administration	3
2-43 International Relations	3
2-35 Early Political Theory	3
2-35 Comparative Governments	3
Elective courses, 15 hours:	
30 or 400 level course in political science	
1-30 Government and Business	
2-30 Public Finance	
1-42 Diplomatic History of the United States	

### CURRICULUM FOR A MINOR IN POLITICAL SCIENCE

all hours required for a minor	24
Required courses, 15 hours:	
2-2 State and Local Government	3
2-21 Public Administration	3
2-43 International Relations	3
2-35 Early Political Theory	3
2-35 Comparative Governments	3

Elective courses, 9 hours:

30 or 400 level course in political science.

It is assumed that 72-100, Politics and Government, or 72-101, American Federal Government, will be taken to meet a general studies requirement preparatory to pursuance of the political science major or minor curriculum. It is recommended; though not required, that political science majors and minors take both 72-100 and 72-101.

## SOCIAL WELFARE (SOCIAL WORK)

Shepherd College offers a four-year liberal arts curriculum leading to a Bachelor of Science degree in Social Work. The curriculum has been designed to provide a broad educational base in the humanities, the biological sciences, the social and behavioral sciences, creative arts, and communication, together with a sequential program of social work courses. The primary purpose of the Social Welfare Program is to prepare beginning level social work professionals to perform two basic functions:

1. To help clients deal effectively with existing or potential problems, tasks, and needs that they identify in their interaction with the world around them.
2. To contribute to the development of the knowledge base, and policies and practices in the agency, local community, and community-at-large which will influence the quality of life and services to clients.

The course content is also appropriate to the preparation of students for admission to graduate schools of social work offering advanced professional education.

Preparation for practice includes classroom instruction, audio-visual laboratory experience, field observation, field work experience, community and on-campus workshops, and an intensive program of academic and professional advisement. Social Welfare students are also encouraged to take advantage of opportunities to further their development as individuals as well as to fulfill their obligations as responsible citizens in a democratic society.

The Social Welfare Program curriculum is based on a philosophy of social welfare through social change. The curriculum therefore emphasizes generic content, principles, and methodologies that will allow for generalist practice with various client and target systems. Students are exposed to a variety of intervention theories and methodologies and are encouraged to select for their practice, those interventions which are compatible with the philosophy of social work and which are most useful to the tasks at hand.

In keeping with the mission of the college and the primary purpose of the Social Welfare Program, the major objectives are to develop the following competencies:

1. To identify and evaluate the interactions between client systems and the social welfare institution including its organizational structures and processes which require intervention.
2. To devise and implement optimal intervention strategies which facilitate social functioning.
3. To assess intervention outcomes to determine effectiveness of strategy and system functioning, and modify as indicated.
4. To recognize the competing and sometimes conflicting value orientations of the client, the social work profession, the society and the individual practitioner and the consequent implications for practice.
5. To evaluate one's practice and professional growth in accordance with the standards and ethics of the profession.
6. To utilize and analyze the general and specific body of knowledge to enhance the delivery of service and increase the understanding of human behavior and to contribute to that body of knowledge.
7. To create agent systems that promote structural changes which ameliorate social disorganization and further social justice.



## CURRICULUM FOR A MAJOR IN SOCIAL WELFARE

Minimum hours required for graduation	128
General Education requirements	47
Mathematics 85-104 must be taken in place of Mathematics 85-215)	
Social Welfare Curriculum requirements	69
Approved Electives (any 300 or 400 level course unless Foreign Language is selected)	12
Hours required for a major in Social Welfare	69
2103 Introduction to Psychology	3
2310 Psychology of Personality	3
7102 or State & Local Government	
7201 Introduction to Public Administration	3
7205 Social Problems	3
7303 The Family	3
7403 Ethnic Relations	3
7405 Research Methods	3
7500 Marriage Relations	3
7504 Child Development	3
7503 Consumer Economics	3
8314 Statistics	3
7501 Introduction to Social Work	3
7501 Social Welfare as a Social Institution	3
7505 Human Behavior in the Social Environment	3
7511 Social Work Methods I	3
7512 Social Work Methods II	3
7507 Field Experience in Social Work	3
7508 Field Experience in Social Work	3
7509 Field Experience Seminar	3
7504 Social Welfare Seminar	3
Social Welfare Related Course Options (must select at least one course from each group)	9
Group A	
7307 Population and Urban Problems	
7311 Social Stratification	
7201 Adolescent Development	
7202 Psychology of Mental Health	
7518 Nutrition	
Group B	
7312 Introduction to Juvenile Delinquency	
7302 Criminology	
7615 Ethics	
7260 Abnormal Psychology	
7112 Recent United States History	
Group C	
7513 Child Welfare Services	
7310 Social Theory	
7314 Cultural Anthropology	
7110 The Gilded Age and Progressive Era	
7502 Social Gerontology	
NOTE: Social Welfare majors may fulfill the General Studies mathematics requirement by completing 85-104 and 85-314 in place of 85-215.	

## SOCIOLOGY

The major objectives of the sociology program are:

1. To encourage students to develop an inquiring, scientific attitude toward a better understanding of the social life of man, his culture and society.
2. To assist the student in recognizing his total college experiences as cumulative, coherent and unified by the development of the competencies indicated in this department and for Shepherd College and by the realization that these competencies are relevant to his further development as an individual and the fulfillment of his obligations as a responsible citizen in a democratic society.
3. To encourage and prepare students for admission to graduate schools in the field of sociology.

The four-year curriculum leads to the Bachelor of Science degree in Sociology.

Candidates for this degree are required to complete a minimum of 128 semester hours.

### CURRICULUM FOR A MAJOR IN SOCIOLOGY

Total hours required for a major . . . . .

Required courses, 21 hours:

73-205	Social Problems . . . . .
73-303	The Family . . . . .
73-312 or	Introduction to Juvenile Delinquency or
73-402	Criminology . . . . .
73-403	Ethnic Relations . . . . .
73-405	Research Methods . . . . .
73-410	Social Theory . . . . .
85-314	Statistics . . . . .

Elective courses, 15 hours

Any 300 or 400 level course in sociology or anthropology

21-310 Educational Sociology

NOTE: It is assumed that 73-203 General Sociology will be taken as a General Studies requirement preparatory to pursuance to the sociology major or minor curriculum.

Sociology majors may substitute 85-104 for 85-215 to meet general education requirements.

### CURRICULUM FOR A MINOR IN SOCIOLOGY

Total hours required for a minor . . . . .

Required courses, 15 hours:

73-205	Social Problems . . . . .
73-303	The Family . . . . .
73-312 or	Introduction to Juvenile Delinquency or
73-402	Criminology . . . . .
73-403	Ethnic Relations . . . . .
73-410	Social Theory . . . . .

Elective courses, 9 hours:

Any 300 or 400 level course in sociology or anthropology

21-310 Educational Sociology

85-314 Statistics

## SOCIAL STUDIES

The social studies program, which offers a comprehensive major and specializations for certification, is intended primarily for students preparing in elementary and secondary schools. These curricula provide a multidisciplinary foundation for prospective teachers who enter integrated social studies education situations.

## CURRICULUM FOR TEACHING FIELD IN COMPREHENSIVE SOCIAL STUDIES GRADES 7 THROUGH 12

Required courses in general studies, 15 hours

71-101, 71-102 or 71-103	History of Civilization	6
72-02	American Federal Government	3
73-03	General Sociology	3
72-05	Principles of Economics	3

Required courses, 36 hours

71-101 and 71-202	History of the United States	6
71-09	West Virginia and the Appalachian Region	3
71-12	Recent United States History	3
71-33	Modern European History	3
71-12 or 74-20 or 74-11	History of Russia The Far East Latin America History	3
72-02	State and Local Government	3
73-05	Social Problems	3
72-06	Economic Problems	3
74-01	Principles of World Geography	3
74-01	World Economic Geography	3

One level course in anthropology, geography, political science, or sociology

Hours required in concentration	51
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## CURRICULUM FOR TEACHING FIELD IN SOCIAL STUDIES GRADES 7-9

Required courses in general studies, 15 hours

71-101, 71-102 or 71-103	History of Civilization	6
72-01	American Federal Government	3
73-03	General Sociology	3
72-05	Principles of Economics	3

Required courses, 15 hours

71-101 and 71-102	History of the United States	6
71-09	West Virginia and the Appalachian Region	3
74-11	Principles of World Geography	3
74-11	World Economic Geography	3

Hours required in concentration	30
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## CURRICULUM FOR TEACHING FIELD IN SOCIAL STUDIES GRADES 4-8

Required courses in general studies, 15 hours.

71-101, 71-102, or 71-103	History of Civilization	6
72-01	American Federal Government	3
73-03	General Sociology	3
72-05	Principles of Economics	3

Required courses, 12 hours.

71-101 and 71-102	History of the United States	6
71-09	West Virginia and the Appalachian Region	3
74-11	Principles of World Geography	3

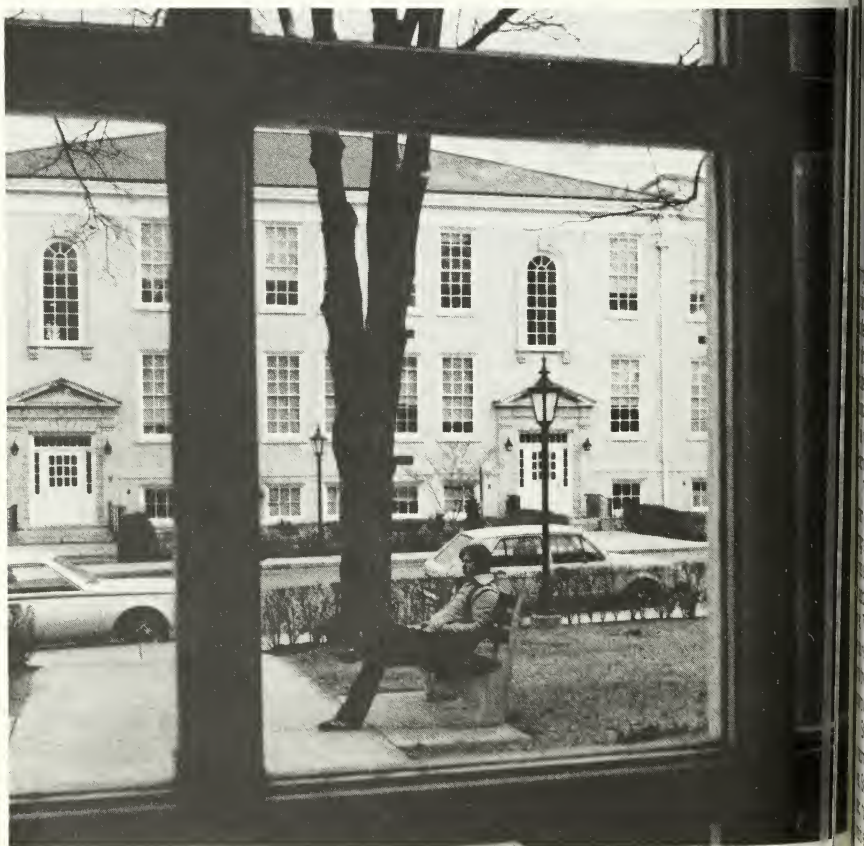
Hours required in concentration	27
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## PRE-LAW

Law schools generally require possession of a baccalaureate degree by applicant for admission. Although law schools do not specify any undergraduate program as being more appropriate than another for consideration for admission to their programs, applicants usually possess bachelors degrees in political science, history, economics, or accounting. Most recent Shepherd College graduates who have entered law schools have majored in political science. The criteria for admission are usually three-fold: (1) the applicant's overall grade-point average; (2) his score on the Law School Admission Test (LSAT); and (3) the nature of recommendations on his behalf from major professors and from those who are familiar with his character.

The student who is interested in entering law school should plan an academic program that develops his breadth of vocabulary and reading comprehension, verbal expression and techniques, discernment for subtleties of language and thought, analytical ability, and knowledge of governmental procedures and forms. One law school cautions that a pre-law student should be involved in an undergraduate curriculum "which is intellectually challenging and demanding and which requires rigorous academic discipline." Another warns that applicants presenting recommendations "without intellectual content of substantial value" will not be considered. Consultation and advisement for aspirants are available from the Chairman of the Division of the Social Sciences. Information about the Law School Admission Test is obtainable in the same office.





## **INTERDISCIPLINARY STUDIES MAJOR**

The Interdisciplinary Studies Program established in August 1980 is intended for those students whose interests cut across the usual departmental or disciplinary boundaries and for whom no appropriate degree program is currently offered by the college. With the assistance of an advisor or advisors, students perform a major role in shaping their own programs. The unique combinations of courses allowed enable students to aim directly for a career based on the demands of the job market or to pursue courses of study designed in accordance with individual student interests. The major in Interdisciplinary Studies can lead to either the Bachelor of Arts or Bachelor of Science degree.

The degree is not to be confused with the Regents Bachelor of Arts degree program nor is it in any way to be viewed as a less rigorous program of study than other programs of study offered at Shepherd College. The major or area of concentration consists of a minimum block of 48 credit hours in at least two academic disciplines. In addition, the standard requirements for graduation from Shepherd College must be met. Typically, these include the general studies course hours, time in residence requirements, grade point average, credits to be earned at the upper division level, and the completion of a minimum of 128 total hours. All individual programs must be approved by the Advisory Committee on Curriculum and Instruction.

Shepherd College projects combined studies in, but not limited to, such areas as administration, communications, creative arts, environmental studies, and humanities. Students interested in pursuing the Interdisciplinary Studies major are encouraged to contact the Interdisciplinary Studies Program Coordinator at the earliest possible date following enrollment for initial advisement and to receive a detailed copy of the Interdisciplinary Studies Program objectives, guidelines, and procedures.

# REGENTS BACHELOR OF ARTS DEGREE

The Regents Bachelor of Arts Degree Program, an external degree offered by Shepherd College and nine other public colleges in West Virginia, is a very flexible higher education plan. While originally intended to serve those adults whose college education had been interrupted or discontinued, this versatile program has found wide acceptance among persons who have had no previous college work. An innovative feature of this degree program is that it provides a means by which work and other life experience may be evaluated for the awarding of college credit. The program is particularly attractive to anyone who desires a program flexible enough to permit earning a baccalaureate degree as a part-time student.

With credits available through transfer, CLEP and USAFI examinations, evaluation of experience, traditional instruction on and/or off the campus in day and evening offerings, newspaper courses, and televised courses, many persons who desire a bachelor's degree have access to a program which leads to that goal. This program is much more flexible than traditional programs; it enables the student to concentrate in one or two areas or to choose work from a wide variety of disciplines depending on the individual's objectives. The degree is intentionally unstructured and therefore neither requires nor recognizes majors or minors in the traditional sense.

A total of 128 semester hours of credit and an overall average of C are required for graduation. Fifteen semester hours must be earned at institutions under the administration of the West Virginia Board of Regents. There are no required courses in the program; instead there are required areas in which credits must be earned. General education credits must be earned as follows:

Required Area	Sem. hrs.	Typical Courses in Area
humanities	6	literature, history, philosophy, art, music
communications	6	grammar, composition, speech
social science	6	sociology, economics, geography, psychology, political science
natural science	6	biology, chemistry, physics, general science, geology, astronomy
additional from one or any combination of the above		
four areas	12	
total required general education	36	

A further requirement is forty semester hours credit in junior and senior level courses. Students are permitted to select these courses without restriction in their field of study. In this way students may plan a program designed to suit their individual needs or ambitions. Appropriate credits, no matter by which means they are awarded, may be applied toward any requirement. It is possible to earn an associate degree while working toward the Regents Bachelor of Arts degree.

A fee of \$50.00 is charged if a comprehensive evaluation of work and life experience is requested, regardless of the number of semester hours of credit available.

The program is open to anyone who has not already earned a bachelor's degree provided that the applicant was graduated from high school at least four years prior to seeking admission. GED graduates are eligible for admission.



## CONTINUING EDUCATION

In addition to undergraduate credit courses and programs, Shepherd College creates, schedules and evaluates programs of continuing education. In response to specific educational need or interest, non-credit instructional programs are developed and offered throughout the region for the professional and personal enrichment of service area residents.

Varied and flexible modes of scheduling and delivery characterize continuing education programs. Most non-credit activities are offered as short courses, workshops, conferences or institutes, but are not limited exclusively to these. Scheduled any time during the college year, all continuing education programs are supported by participant fees which vary with the program.

Participants who satisfactorily complete a continuing education activity are awarded either a certificate of recognition or continuing education units. A nationally recognized standard, the continuing education unit (CEU) is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." The CEU has been designed to facilitate the accumulation and exchange of standardized information about individual participation in non-credit continuing education. A record of all CEUs earned by an individual is maintained by the College.

Inquiries concerning continuing education programs should be directed to the Office of Continuing and Off-Campus Education.







## SECTION VII

## COURSES OF INSTRUCTION

## COURSE NUMBERING SYSTEM

Unit of credit is the semester hour. Some courses are not offered every semester.  
 Courses numbered 100-199 are normally for freshmen  
 Courses numbered 200-299 are normally for sophomores  
 Courses numbered 300-399 are normally for juniors  
 Courses numbered 400-499 are normally for seniors

## DISCIPLINE NUMBER SYSTEM

Courses in the various disciplines can be identified by the appropriate prefix numbers listed below:

Business Administration	63 Library Science
Economics	64 French
Business Education	65 German
Education	68 Religion
Psychology	69 Speech, Drama and Broadcasting
Education for the Deaf and Blind	71 History
Home Economics	72 Political Science
Hotel, Motel and Restaurant Management	73 Sociology
Music	74 Geography
Art	75 Social Welfare
Commercial Art	76 Philosophy
Photography	79 Park Administration
Health Education	81 Biology
Physical Education	82 Chemistry
Recreation	83 Physics
Safety Education	84 General Science
General Studies Physical Education	85 Mathematics
Composition	86 Nursing
Literature	87 Medical Technology
Journalism	88 Fire Service and Safety Technology
	99 Multi- and Interdisciplinary

TEACHING (SO COMMERCIAL ART AND PHOTOGRAPHY)

## 10. INTRODUCTION TO THE VISUAL ARTS

*did two hours.*

An introductory course, required of all students, designed to give insight into the nature of visual arts and their relationship to contemporary life. A study of the language and functions of painting, sculpture and architecture, the development of styles, aesthetic principles and the visual arts are surveyed.

## 11. INTRODUCTION TO DRAWING

*did three hours.*

An introductory course for development of basic drawing skills and practice in the use of drawing materials. Observation, memory training and composition are stressed to give student a wide experience and solid base in the art of drawing.

## 11. INTERMEDIATE DRAWING

*did three hours.*

A continuation of the basic drawing and perceptual skills developed in Introductory Drawing. Prerequisite: 33-115.



### **33-131. LETTERING**

*Credit, one hour.*

Instruction and experience in the basic styles of lettering with brush and pen.

### **33-140. THREE-DIMENSIONAL DESIGN**

*Credit, three hours.*

Exploration and development of the formal elements and principles of design in relationship to the third dimension. Experimental problems are presented.

### **33-170. TWO-DIMENSIONAL DESIGN**

*Credit, two hours.*

The study of design fundamentals involving the elements and principles of visualization. Varied problems in two dimensional design are presented.

### **33-203. HISTORY OF WESTERN ART**

*Credit, three hours.*

A historical survey of the major development in architecture, sculpture, and painting of Western World from prehistoric times to the Renaissance. Prerequisite: 33-103.

### **33-204. HISTORY OF WESTERN ART**

*Credit, three hours.*

A continuation of 33-203 from the Renaissance to the present. Prerequisite: 33-203.

### **33-215. DRAWING**

*Credit, one hour.*

A developmental continuation of the basic skills and perceptions of drawing. Prerequisite: 33-115 and 33-116.

### **33-217. DRAWING**

*Credit, one hour.*

A developmental continuation of the basic skills and perceptions of drawing. Prerequisite: 33-115 and 33-116.

### **33-320. PAINTING**

*Credit, three hours.*

An introduction to the materials, philosophies, techniques and processes of the painting. Painting is approached as a creative experience through the study of subject matter, form, and content. Prerequisites: 33-115 and 33-170.

### **33-240. SCULPTURE**

*Credit, three hours.*

Introduction to the principles of carving, construction and casting. Prerequisite: 33-115.

### **33-300. WORKSHOP IN FOREIGN CULTURES**

*Credit, one to six hours.*

An exposure to the artistic heritage of foreign countries is provided through a study tour which also involves directed field study and an integrated series of pre-tour and post-tour lectures. Prerequisite: permission of the instructor. One to six hours, depending on the length and academic content of the tour. Further details may be obtained from the department chairman.

### **33-303. CONTEMPORARY ART**

*Credit, three hours.*

An in depth investigation of the visual arts of the 19th and 20th centuries. A study of the history and philosophy of the various movements, their origins and growth and their relationship of their development to contemporary culture and thought. Prerequisite: 33-203.

### **33-304. AMERICAN ART**

*Credit, three hours.*

A historical study of American Art since 1700, with an emphasis upon architecture and sculpture.

**25. HISTORY OF FURNITURE***ed, three hours.*

A historical survey of the major developments in furniture from the Egyptian to the contemporary. Emphasis will be on the aesthetic dimension of stylistic development and furniture's specific relationship to the major movements in painting, sculpture, and architecture.

**26. DRAWING***ed, one hour.*

A developmental continuation of the basic skills and perceptions of drawing. Prerequisites: 15, 33-116.

**27. SURVEY OF HISTORY OF ART THERAPY***ed, three hours.*

A survey in the pioneering ideas and historical development of the field of art therapy. The course includes the study of major theories, practices and issues dating from the inception of art therapy as a discipline in the 1940s to the present. Prerequisite: 22-103.

**28. ART IN ELEMENTARY EDUCATION***ed, two hours.*

A course designed to develop an understanding of the need and purpose of art on the elementary level, and the methodology of elementary art education. Perception and aesthetic sensitivity relative to the developmental level of the child are investigated in order to provide the necessary foundation upon which to structure a meaningful art program.

**29. ARTS AND CRAFTS FOR THE ELEMENTARY SCHOOL***ed, two hours.*

Emphasis is placed upon the meaningful art experiences that can be presented to the elementary child. The development of a greater aesthetic sensitivity, experiences in perceptual abilities and a knowledge of art materials and processes are basic to the course. Prerequisite: 33-116.

**30. ADVANCED PAINTING***ed, three hours.*

A continuation of the skills and techniques developed in 33-230. Compositional experimentation in creative and expressive modes and evaluation skills are emphasized. Prerequisite: 33-230.

**31. WATERCOLORS***ed, three hours.*

An introduction to the medium of watercolor, exploring its possibilities and limitations. Prerequisite: 33-230.

**32. ADVANCED SCULPTURE***ed, three hours.*

A continuation of 33-240. The course is directed toward the further development of skills in sculpture with additional materials and techniques. Prerequisite: 33-240.

**33. WOOD SCULPTURE***ed, three hours.*

Exploration in the techniques and skills of wood sculpture, including carving and lamination. Prerequisite: 33-240.

**34. STONE SCULPTURE***ed, three hours.*

Exploration in the techniques and skills of stone sculpture. Prerequisite: 33-240.

**35. CERAMICS***ed, three hours.*

An investigation is made of the forming, decorating and firing of clay objects. The experiences will include wheel throwing and handbuilt work with special emphasis upon slab and coil construction.

### **33-350. JEWELRY**

*Credit, three hours.*

An understanding of the nature of the art materials and processes involved in the jewelry making are explored. Silver, copper, wood and semi-precious stones are used in cutting projects. Prerequisite: 33-170.

### **33-351. CERAMICS**

*Credit, three hours.*

An investigation is made of forming, decorating, and firing of clay objects. The experience will include handbuilt work with special emphasis upon wheel throwing.

### **33-352. CRAFTS**

*Credit, three hours.*

This course exposes the student to contemporary crafts. Projects are assigned to explore and research. Prerequisite: 33-170.

### **33-353. ADVANCED CRAFTS**

*Credit, three hours.*

This course takes an in-depth study of specific crafts, stressing design. Prerequisite: 33-352.

### **33-354. ADVANCED CERAMICS**

*Credit, three hours.*

A continuation of the skills and techniques developed in 33-351 with the emphasis on higher technical proficiency and a more creative work. Prerequisite: 33-351.

### **33-360. PRINTMAKING**

*Credit, three hours.*

The basic areas of printmaking (intaglio, planographic, relief, and stencil) are introduced and explored with an emphasis upon the graphic idea. Prerequisites: 33-115 and 33-170.

### **33-361. ADVANCED PRINTMAKING**

*Credit, three hours.*

A continuation of the skills and techniques developed in 33-360 within the major printmaking areas, with an emphasis upon a more significant graphic idea. Prerequisite: 33-360.

### **33-362. ETCHING AND INTAGLIO**

*Credit, three hours*

Studio experience in the skills and techniques of etching, intaglio, dry point and aquatint. Prerequisites: 33-140 and 33-170.

### **33-363. SERIGRAPHY**

*Credit, three hours.*

An in-depth studio experience in screen printing. Exploration is made of the basic screen printing preparations as they apply to the graphic idea. Prerequisite: 33-360.

### **33-364. LITHOGRAPHY**

*Credit, three hours.*

An in-depth studio experience in the planographic process of printmaking. An exploration is made of the basic lithographic procedures as they apply to the graphic idea.

### **33-370. ADVANCED DESIGN**

*Credit, three hours.*

In depth study of the elements and principles of design. Problems, research and experimentation are taken to reinforce understanding. Prerequisites: 33-140 and 33-170.

### **33-371. COMMERCIAL DESIGN**

*Credit, three hours.*

Development of design concepts relative to advertising through practical projects. Emphasis placed on problems in composition and pictorial organization, layout and execution. Prerequisites: 33-140 and 33-170.



**30. STUDIO PROBLEMS***30. Studio Problems, three hours.*

A course providing an opportunity for students that have encountered major difficulties in maturation art courses to concentrate on those difficulties and thereby increase their proficiency. Prerequisite: Twenty-two hours of art.

**33. AESTHETIC CRITICISM***33. Aesthetic Criticism, three hours.*

An investigation of the aesthetic dimension of the visual arts is made in relation to the studio experience and the history of art, preparing the student to analyze, evaluate and judge a work of art. Prerequisite: Twenty-two hours of art.

**44. RESEARCH (ART HISTORY)***44. Research (Art History), one to three hours.*

An upper division course designed as a culminating experience within the concentration of art history. The student is expected to investigate an area of art history on the comparative analytical level. Prerequisite: Thirteen hours of art history.

**45. RESEARCH IN CRITICISM.***45. Research in Criticism, one to three hours.*

An upper-division course designed as a culminating experience within the concentration of art history. The student is expected to investigate an area of aesthetic criticism on the narrative or analytical level. Prerequisite: Eleven semester hours of art history and criticism.

**40. ADVANCED DRAWING***40. Advanced Drawing, three hours.*

A developmental continuation of the skills and perceptions of drawing. Prerequisite: 33-116.

**40. FIGURE PAINTING***40. Figure Painting, three hours.*

An in depth study of the figure is made with a concentration on composition, form, and color. Prerequisite: 33-320.

**41. RESEARCH (PAINTING)***41. Research (Painting), one to three hours.*

An upper division course designed as a culminating experience within the concentration of painting. An opportunity is thus provided for the student to pursue a specific area of painting.

**41. METALS AND CASTING***41. Metals and Casting, three hours.*

Exploration and development in the techniques and skill of oxy-acetylene welding and metal casting by the lost wax method. Prerequisite: 33-240.

**41. RESEARCH (SCULPTURE)***41. Research (Sculpture), one to three hours.*

An upper division course designed as a culminating experience within the concentration of sculpture thereby providing an opportunity to pursue a specific area of sculpture on a meaningful level. Prerequisite: Six hours of sculpture.

**45. ADVANCED JEWELRY***45. Advanced Jewelry, three hours.*

Concentrating on design, the student explores in depth processes, such as gem cutting, metal working, casting, etc. Prerequisite: 33-350.

**45. RESEARCH (CRAFTS)***45. Research (Crafts), one to three hours.*

An upper division course designed as a culminating experience within the concentration of crafts, thereby providing an opportunity for the student to pursue a specific area of crafts on a meaningful level. Prerequisite: Nine hours of crafts, ceramics and/or jewelry.

### **33-460. BLOCK PRINTING**

*Credit, three hours.*

An in depth studio experience in the area of relief printing with a concentration in wood and wood engraving. Prerequisite: 33-360.

### **33-464. RESEARCH (PRINTMAKING)**

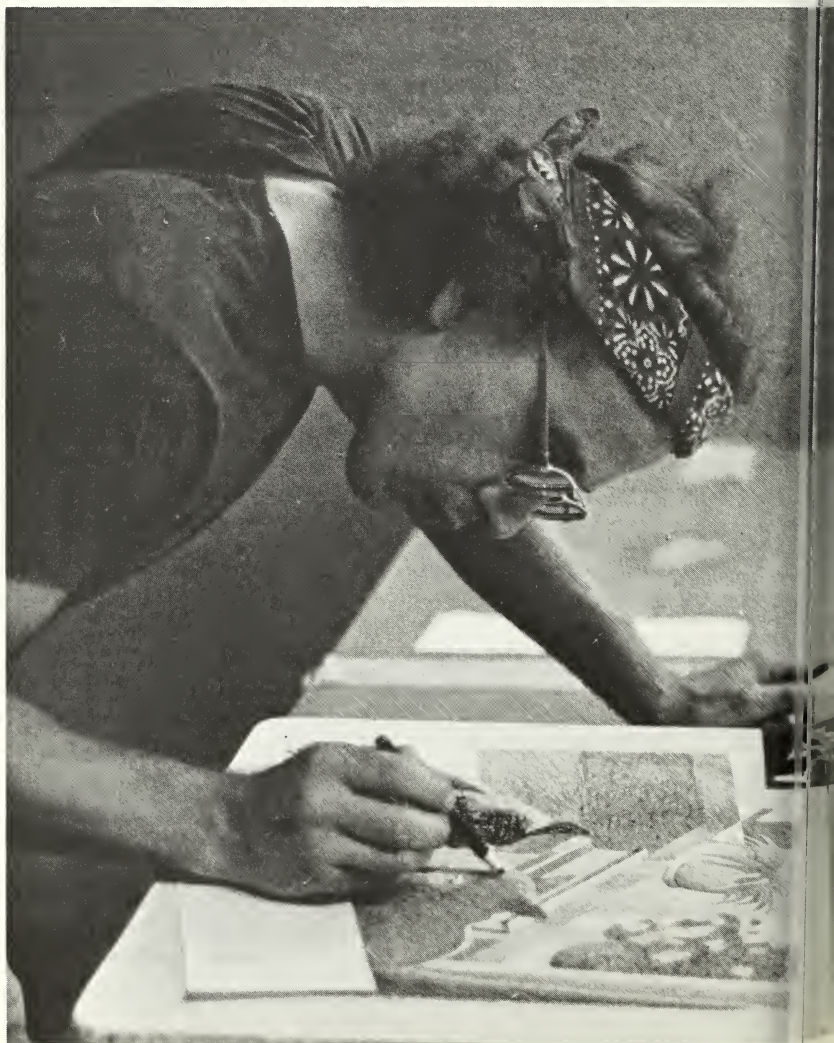
*Credit, one to three hours.*

An upper division course designed as a culminating experience within the concentration of printmaking. The student is expected to experimentally pursue an aspect of the printmaking area on a significant level. Prerequisite: Eleven hours in the printmaking concentration.

### **33-474. RESEARCH (DESIGN)**

*Credit, one to three hours.*

An upper division course designed as a culminating experience within the concentration area of design, thereby providing an opportunity to pursue a specific area of design on a significant level. Prerequisite: Eight hours of design.



## BIOLOGY

**00. LIFE SCIENCE FOR ELEMENTARY TEACHERS***4 credits, four hours.*

Open only to students pursuing curricula in Elementary and Early Education. Develops skills in observation and manipulation in laboratory and out-of-door settings. Stresses application of scientific method as applied to living things. Basic concepts of biology introduced as a vehicle for these objectives. Consideration of methods and subject matter appropriate to N-8 grade level.

**01. GENERAL BIOLOGICAL SCIENCE***4 credits, four hours.*

Not For Biology majors. With 81-102 satisfies general education science requirement and 7-12 teaching field requirement. Integrated approach to the biology of plants, animals and microorganisms. One-half centered around environmental principles, and one-half centered around organismic homeostatic (regulatory) principles. Laboratory topics and lecture closely integrated with lecture.

**02. GENERAL BIOLOGICAL SCIENCE***4 credits, four hours.*

Not For Biology majors. With 81-101 satisfies general education science requirement and 7-12 teaching field requirement. Integrated approach to the biology of plants, animals and microorganisms. One-half centered around reproductive principles, and one-half centered around cell physiology. Laboratory topics and lecture closely integrated with lecture.

**08. PLANTS AS ORGANISMS***4 credits, four hours.*

This course is part of the introductory sequence of core courses for a student pursuing a field in biology. The emphasis is on physiological and field approaches, involving the use of plants to illustrate general principles of biology. Attention is given to the morphological framework within which the physiological activities occur. The activities in plants are related to the environment in which they impinge upon the economy of nature.

**09. ANIMALS AS ORGANISMS***4 credits, four hours.*

The study of general principles of biology that are either distinctive for the animal kingdom, or readily illustrated with zoological materials. Emphasizes the process of living, whole organism integrated with those principles of histology, morphology and phylogeny that are required for a balanced understanding of physiology.

**25. HUMAN ANATOMY AND PHYSIOLOGY***3 credits, three hours.*

Laboratory course which is part of the nursing and medical technology curricula, and may also be an elective in other fields. Lectures and laboratories are closely related in content. Course considers in an integrated manner the anatomy and physiology of the integumentary, digestive, nervous, endocrine, muscular, and skeletal systems following an introduction of concepts of cell and tissue level biology. No prerequisite.

**25. HUMAN ANATOMY AND PHYSIOLOGY***3 credits, three hours.*

Continuation of 81-225 in which there is consideration of the cardiovascular and lymphatic systems, digestive system, urinary system, respiratory system, metabolism, and fluid electrolyte balance. Prerequisite: 81-225 or equivalent.



## **81-302. MICROBIOLOGY**

*Credit, four hours.*

Part of the required curriculum in nursing and medical technology, and a recommended elective for any biology student. The course will emphasize the impact of microbial activities on human health and disease, including the conditions contributing to microbial increase, spread, and virulence, conditions contributing to the body responses leading to resistance and immunity, and methods of interceding in the usual etiology for the purpose of bringing about infection control. The non-medical aspects of microbiology will also be considered, in regard to the activities in interacting biological systems, as symbionts, as critical energy conversion agents, as agents for driving biogeochemical cycles, and as experimental subjects for the discovery of basic biological principles such as intermediary metabolism and the genetic code. Prerequisites: 81-208 or equivalent plus chemistry.

## **81-305. CELL BIOLOGY**

*Credit, four hours.*

A laboratory course in which cells are considered as the basic structural and functional units of biological organization. There is an attempt to approach selected cell structure and activities from the cytological, ultrastructural, and molecular points of view. Topics emphasized are: membrane structure, assembly, and function; bioenergetics; biosyntheses; and regulation of cellular activities. Where appropriate, the use of *in vitro* methods and systems is stressed. Prerequisites: 81-208 and 81-209 or 81-225 and 81-226 and 82-207, 208, 209, 210 or their equivalents.

## **81-310. PLANT PATHOLOGY**

*Credit, three hours.*

A study of the morphology, life history, host range and physiology of the plant pathogens: fungi, bacteria, nematodes and viruses, and a study of the symptoms, pathological anatomy, physiological responses, economic importance and control measures of the more important plant diseases. Prerequisite: 81-208.

## **81-312. VERTEBRATE NATURAL HISTORY**

*Credit, four hours.*

Examination of the structural and functional characteristics of vertebrates as related to their use of various habitats, identification, classification and field study of species of this region. Additional topics, e.g. migration, hibernation, and reproduction are given special attention. Prerequisite: 81-101 or 81-209.

## **81-313. INVERTEBRATE NATURAL HISTORY**

*Credit, four hours.*

Intended as an elective course in the biology curriculum. A field oriented study emphasizing living organisms in their natural habitats, their life cycles and interaction with man, other organisms and the physical environment. Collection, culture and identification of the major classes of the parasitic and free living fresh water and temperate terrestrial invertebrate phyla. Prerequisites: 81-208, 81-209.

## **81-315, 81-316. DIRECTED RESEARCH**

*Credit, one hour each.*

Directed Research is a two semester sequence of courses, carrying two semester credits, required of all biology majors and biology-general science teacher candidates.

Competencies in the utilization of the process of science and the communication of information obtained through its use is essential to both biologists and biology teachers. Directed Research provides the biology major and prospective teacher the opportunity to develop these competencies through a structured program of individualized, self-paced, laboratory-centered projects, carried out under the guidance of a faculty member, followed by the preparation and presentation of a formal research paper. Prerequisites: 81-208 and 81-209.

## **81-324. PLANT TAXONOMY I — FALL FLORA**

*Credit, two hours.*

First eight weeks of first semester. Field work in the identification of grasses, fall flowers and woody plants. Designed to illustrate the principles of nomenclature and descriptive morphology. Prerequisite: 81-208.

**125. PLANT TAXONOMY II — SPRING FLORA***Credit, one hour.*

Second eight weeks of second semester. Field work in the identification of ferns and Spring flowering plants. Designed to illustrate the principles and applications of scientific nomenclature and descriptive morphology. Prerequisite: 81-208.

**132. COMPARATIVE ANATOMY***Credit, four hours.*

A comparative study of organs and systems of representative forms of chordates keeping in mind the evolutionary development and relationships of these forms. Concepts of embryology are applied to an understanding of the adult organism. Laboratory work is concerned with a detailed dissection and comparative study of the amphioxus, neoturus, dogfish and cat. Prerequisite: 81-209 or equivalent.

**144. GENETICS AND EVOLUTION***Credit, four hours.*

Mechanisms of inheritance, the nature of genes and genetic systems are examined in relation to the capacities of living systems for continuity, self-regulation and adaptive change. Molecular, cellular and organismal reproduction are considered as processes of information storage, transfer and generation. The evolution of the gene concept is traced from its origin as a mathematical abstraction, through progressive definition as a unit of nuclear structure and function, to final characterization as nucleic acid. Prerequisites: 81-208, 81-209, 81-305.

**150. SPECIAL TOPICS FOR NON-MAJORS***Credit, one, two, or three hours.*

Elective in biology intended to stimulate an interest in nature or in areas of biology having public interest or political significance. Bird life, local flora, economic botany, psychopharmacology, biological energy resources are representative topics. Persons interested in a specific topic should contact the Division Chairman.

**160. ANIMAL BEHAVIOR***Credit, three hours.*

Description of the wide variety of activities animals display in self-maintenance, reproduction, social interaction, and adjusting to environmental change. Analysis of environment, behavior, and evolution as factors in determining behaviors. Suitable elective for majors in Biology, Psychology, Park Administration, Recreation and others. Prerequisite: 81-101 or 81-209.

**161. HISTOLOGY***Credit, four hours.*

A study of microscopic anatomy emphasizing organology, histology and cytology. It emphasizes a study of function and structure which complements the study of gross anatomy, but provides a structural basis for the study of physiology. Prerequisites: 81-209 or 81-225, and 81-226.

**144. IMMUNOLOGY***Credit, four hours.*

A laboratory course designed to introduce the student to the study of immunological processes and the methods used to initiate, describe, differentiate, and measure such processes. Attention is given to the biological basis of immunity, the nature of the humoral and cell mediated immune responses, the chemical and biological features of immunoglobulins, *in vivo* and *in vitro* antigen-antibody interactions, and immunologic diseases. Prerequisites: 81-209 or 81-226 and at least one semester of college chemistry.

**145. DEVELOPMENTAL BIOLOGY***Credit, four hours.*

This course content concentrates upon mechanisms and principles involved in cellular differentiation and integration that accompany development of organisms from single cells into complex, multicellular structures. Beginning with relatively simple organisms and progressing to more complex examples of higher plant and animal developmental processes, the student is exposed to both descriptive information and experimental investigative techniques. Prerequisite: 81-208, 81-209, 81-305, 81-344.

### **81-410. PLANT PHYSIOLOGY**

*Credit, three hours.*

Primarily a laboratory study of the chemical, physical, and biological activities of plants. Photosynthesis, respiration, transpiration, senescence, dormancy, photoperiodism, location, and endogenous rhythms will be studied, including the role of the hormones, the phytochromes, the pigment systems, the energy transport systems, and the enzymes regulating the physiologic processes of plants. The modern roles of plant physiology in food production, industrial resources, and agricultural productivity are discussed. Prerequisites: 81-208 and college chemistry or permission of instructor.

### **81-412. ANIMAL PHYSIOLOGY**

*Credit, three hours.*

Detailed study of selected topics, e.g. muscle contraction, circulation, excretion, to compare and contrast the diverse ways in which different kinds of animals meet their functional requirements. Prerequisites: 81-208 and 81-209 or equivalent and 82-207, 82-208, 82-209 and 82-210.

### **81-413, 81-414. SEMINAR IN BIOLOGY**

*Credit, one hour each.*

Recommended for juniors and seniors pursuing at least a minor program in biology. This course emphasizes library research and oral presentation of subjects of interest and importance in the various fields of biology. Permission of biology staff.

### **81-415. BIOLOGICAL RESEARCH**

*Credit, one to three hours.*

Students are given an opportunity to work on a research problem usually after a course or a seminar in which the student has already done some preliminary work. This work is done under the direction of the biology staff. Permission of Division Chairman.

### **81-420. GENERAL ECOLOGY**

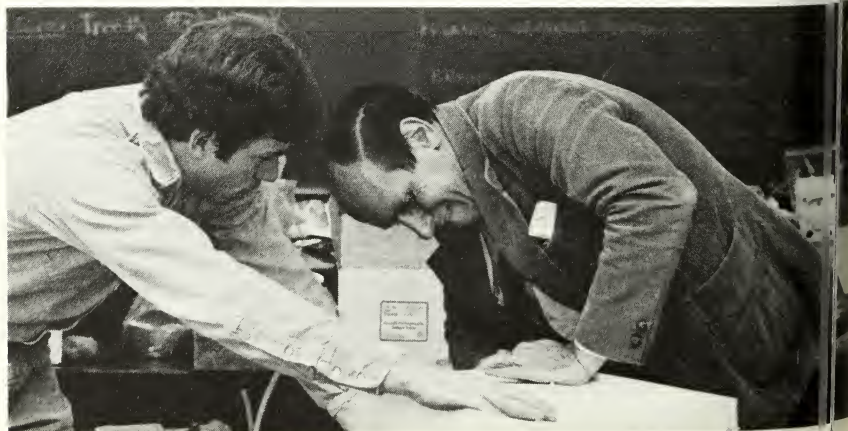
*Credit, four hours.*

This course emphasizes principles at the population, community and ecosystem level of organization. Representative topics include energy flow, biogeochemical cycles, population regulation, types of ecosystems. Consideration given to man's relationship to his environment. Prerequisites: 81-208 and 81-209 or equivalent.

### **81-450. SPECIAL TOPICS IN ADVANCED BIOLOGY**

*Credit, one to four hours.*

Elective for students who have had upper division biology courses. Intended to diversify or specialize a student's training beyond the regular curriculum, taking advantage of a local person's particular interest or skill, or of a faculty member's interest or skill. The course will be pursued in a less formal but no less intensive fashion than the regular courses. Interested students should present specific proposals to the Division Chairman.





**BUSINESS ADMINISTRATION****-11. PRINCIPLES OF BANK OPERATIONS***edit, three hours.*

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad (and operational) perspective. The descriptive orientation provides the student the broad perspective necessary for career advancement.

**-10. INTRODUCTION TO BUSINESS***edit, three hours.*

A survey course designed to acquaint the student with administration, production, labor, marketing, distribution, finance, taxation, law and ethics as applied to business. A brief history of business and the organization of business is included.

**-21. INTRODUCTORY ACCOUNTING***edit, three hours.*

Fundamentals of accounting including basic accounting models, inventory methods, classification of statements, negotiable instruments, internal control, and special journals in conjunction with sole proprietorships.

**-22. INTRODUCTORY ACCOUNTING***edit, three hours.*

Study of the basic structure of partnerships and corporations, manufacturing accounting, accounting for property and equipment, analysis of financial statements, and an introduction to cost accounting. Prerequisite: 11-201.

**-21. INTRODUCTION TO COMPUTERS AND BASIC PROGRAMMING***edit, three hours.*

Fundamentals of electronic data processing in modern business, including the discussion of systems with emphasis on applications, principles, techniques and capabilities of computers. An introduction to the BASIC programming language is also provided in this course.

**-23. BUSINESS STATISTICS***edit, three hours.*

Methods of collecting, presenting, analyzing and interpreting business data. Emphasis is placed on the analysis of frequency distribution, hypothesis testing, correlation, and regression analysis as applied to the business environment. Prerequisite: 85-154.

**-24. HEALTH CARE MANAGEMENT***edit, three hours.*

Offers students a culmination of materials presented in other courses using specific application in the Health Care Field. The course, through the parameters of the hospital industry, includes: hospital organization; functions and processes; types of hospitals; community relations and hospital responsibilities.

**-26. HEALTH CARE MANAGEMENT EXTERNSHIP***edit, four hours.*

In order to apply theoretical concepts gained in the classroom, each student will be assigned to a hospital for a minimum of 335 hours of supervisory or managerial experience. Prerequisite: 11-261.

**-30. GOVERNMENT AND BUSINESS***edit, three hours.*

A survey of government control of business in the United States. Topics covered include the role and responsibilities of business firms and governments in a market economy, industrial concentration, antitrust, multinational corporations, regulated industries, government promotion of business, consumer protection, environmental regulations, and equal employment regulations. Prerequisite: 12-206.

**-31. PRINCIPLES OF MANAGEMENT***edit, three hours.*

Concepts and analyses of the behavioral aspects of organizations are explored. Expansion of individual and human skills needed by managers are emphasized. Lectures are supplemented with case studies and simulated applications of management techniques. Prerequisites: 150 and 11-201.

### **11-311. COMPUTER LANGUAGE CONCEPTS**

*Credit, three hours.*

Fundamentals of computer programming including actual experience in designing, charting and coding of computer programs in Fortran. Major emphasis placed on student learning and debugging programs. Prerequisite: 11-214 or permission of instructor.

### **11-312. LEGAL ENVIRONMENT IN BUSINESS**

*Credit, three hours.*

Fundamentals of business law relative to contracts, sales, bailments, and negotiable instruments. Legal aspects of the law of employment, partnership, corporation and property. Status or Two Year students only.

### **11-315. INSURANCE**

*Credit, three hours.*

Techniques available to individuals and businesses for managing the insurable risks to which they are exposed. Emphasis on the principals and the functional areas of insurance including property, and liability. Prerequisite: 12-205 or permission of the instructor.

### **11-317. REAL ESTATE**

*Credit, three hours.*

Basic study of the nature and importance of real estate in the economy; principles of land utilization and urban development; property rights and real estate; valuation of real property; real estate markets; government regulation and programs. Prerequisite: 12-205 or permission of the instructor.

### **11-320. SAFETY MANAGEMENT**

*Credit, three hours.*

Analysis of problems of industrial and accident prevention laws pertaining to industrial safety and health. An examination of compensation laws, OSHA and industrial property protection are included. Prerequisite: 11-310.

### **11-321. LABOR PROBLEMS**

*Credit, three hours.*

History of labor movements, analysis of economic and social problems arising from relations between labor and management, labor legislation and laws. Case studies. Prerequisite: 12-206.

### **11-329. INTERMEDIATE ACCOUNTING**

*Credit, three hours.*

Principals of balance sheet presentation, evaluation and profit determination with emphasis on accounting concepts and theory. Prerequisite: 11-202.

### **11-330. INTERMEDIATE ACCOUNTING**

*Credit, three hours.*

A continuation of balance sheet evaluation. Emphasis on equity accounts, tax allocation, inflation accounting; accounting changes and analysis of financial statements. Prerequisite: 11-329.

### **11-331. ADVANCED ACCOUNTING**

*Credit, three hours.*

Current theories and procedures relating to partnerships, insurance, estates, and consolidated statements. Prerequisite: 11-330.

### **11-340. MARKETING**

*Credit, three hours.*

An introduction to the marketing management process. Discusses the selection of markets and the development of product, pricing, promotion, and channel of distribution programs to effectively serve these markets. Prerequisite: 11-150.

### **11-341. MARKETING MANAGEMENT**

*Credit, three hours.*

This course presents an intermediate level study of marketing management. It utilizes text and case materials to develop students' skills in analyzing and solving marketing problems. Prerequisite: 11-340.

**35. WRITTEN COMMUNICATIONS IN BUSINESS**

*edit, three hours.*

presents modern business techniques in written and oral communications. Techniques are applied in the writing of formal and informal reports — letters, memoranda, resumes. Prerequisite: 11-224.

**36. RPG II PROGRAMMING**

*edit, three hours.*

emphasis placed on designing the input and output of data processing operations. RPG is applied and subsequently used as the tool to handle the required data processing operations on computer. Prerequisite: 11-311 or permission of the instructor.

**37. RETAILING**

*edit, three hours.*

study of retail store operations and management including site selection, merchandise buying, developing store image, pricing, promotion, personnel, and control. Prerequisite: 11-340.

**38. SALESMANSHIP**

*edit, three hours.*

study of the uses and techniques of personal selling including customer behavior, market conditions for effective personal selling, prospecting for potential customers, planning and delivering sales presentation, building interest and confidence, closing the sale, handling objections, and evaluating the personal selling effort.

**39. ADVERTISING**

*edit, three hours.*

study of advertising as an element of the firm's marketing mix, with emphasis on the development of an advertising program as a means of accomplishing the marketing objectives of the firm. Specific topics include consumer behavior, market segmentation, forecasting, advertising budgeting, the advertising agency, message preparation, media selection and evaluation of the advertising program. Prerequisite: 11-340.

**40. COBOL PROGRAMMING**

*edit, three hours.*

emphasis is placed on programming the computer to solve business problems. Actual experience achieved in designing, flowcharting, and coding of computer programs in COBOL. Prerequisite: 11-311 or permission of the instructor.

**41. ADVANCED COBOL PROGRAMMING**

*edit, three hours.*

emphasis is placed on designing data processing and computer related systems. Prerequisite: 11-384.

**42. HUMAN RELATIONS IN INDUSTRY**

*edit, three hours.*

study of research and basic theory concerning the factors which contribute to the behavior of members of business organizations. Topics covered include: social relationships and needs, organizational patterns, motivation, leadership, small groups, communications, conflict changes, social responsibility and the role of the manager. Case studies. Prerequisite: 11-150.

**43. CORPORATION FINANCE**

*edit, three hours.*

introduction to the methods of corporation finance with an emphasis on applied problem solving. Particular attention is given to financial decision-making and risk analysis. Prerequisites: 11-224 and 11-330.

**44. COST ACCOUNTING**

*edit, three hours.*

The economic, industrial engineering and managerial aspects of cost accounting: process, job order and standard cost systems. Prerequisite: 11-330.



### **11-402. AUDITING**

*Credit, three hours.*

Concepts, objectives, standards, procedures and techniques relating to the performance of the audit. Emphasis on decisions which involve judgement that are important to final results. Prerequisite: 11-329.

### **11-403. FUND ACCOUNTING**

*Credit, three hours.*

Application of accounting principles to various funds of governmental and institutional organizations. Special emphasis placed upon budgetary accounting and its potential usefulness in planning and controlling revenues and expenditures. Prerequisites: 11-330 and 11-400.

### **11-404. INCOME TAX**

*Credit, three hours.*

A study of the Internal Revenue Code and regulations relating to individuals, partnerships and corporations.

### **11-405. MARKETING RESEARCH**

*Credit, three hours.*

Research as a decision tool for marketing management. Topics covered are the use of research-based data in marketing decision making, problem definition, research design, sampling, data collection and analysis, and interpretation of results. Prerequisites: 11-310 and 11-224.

### **11-407. BUSINESS POLICY**

*Credit, three hours.*

An integration of the basic disciplines of business to facilitate the establishment of corporate policies and strategies for the firm. Skills in the basic business functions are applied to formulating strategy decisions for the firm as a whole through simulation and situational analysis. Prerequisites: 11-310, 11-340 and 11-400.

### **11-409. PERSONNEL MANAGEMENT**

*Credit, three hours.*

A study of manpower planning, recruitment, selection and development of employees. Compensation, employee appraisal and job analysis are discussed. Collective bargaining, labor union and labor relations are also included. Case studies. Prerequisite: 11-390.

### **11-410. COLLECTIVE BARGAINING**

*Credit, three hours.*

An analytical study of the collective bargaining process by case study and reaction to management and union philosophy. A survey of management and union rights and responsibilities, strategy in collective bargaining and the impact of bargaining on employment and management relations. Prerequisite: 11-321.

### **11-411. ACCOUNTING SYSTEMS**

*Credit, three hours.*

Principles underlying the design and installation of accounting systems to meet the needs of all types of business concerns. Machine accounting methods and data processing are studied. Prerequisite: 11-330.

### **11-412. SALES MANAGEMENT**

*Credit, three hours.*

The planning, direction and control of the personal selling activities of business organizations. Topics include recruiting, selecting, training, assigning, supervising, compensating and motivating the sales force. Prerequisite: 11-340.

### **11-413. QUANTITATIVE METHODS**

*Credit, three hours.*

A study of quantitative methods utilized in research in Business and Economics. Techniques of maximization, simple regression and correlation, multiple regression and correlation problems of economic time series, systems of equations, aspects of model construction, parameter estimation, other selected topics. Prerequisite: 11-224.

**44. WAGE AND SALARY ADMINISTRATION***credit, three hours.*

Study of the factors determining industrial wage and salary policies, methods of employee payment, wage relationships, wage rate setting, incentive and salary policies. Prerequisite: 11-340.

**45. PRODUCTION PLANNING AND CONTROL***credit, three hours.*

Study of forecasting, planning, scheduling, dispatching and controlling the flow of industrial production from receipt of customer's order to shipment of finished goods. Prerequisite: permission of instructor.

**46. INDUSTRIAL PURCHASING***credit, three hours.*

Study of the duties and activities of the purchasing agent, organization of the purchasing department, techniques of industrial purchasing. Prerequisite: 11-340.

**47. COMPUTER SCIENCE SEMINAR***credit, minimum of four hours credit.*

Advanced study in the use and application of the tools and techniques mastered in the computer science. The Science and Mathematics Division may participate in certain assignments. Prerequisites: 11-214, 11-311, and 11-384.

**48. BUSINESS EDUCATION****10. TYPEWRITING I***credit, two hours.*

To mastery of the keyboard, development of correct typewriting techniques, centering, production to letter writing and tabulation and the development of speed and accuracy are included. A minimum of 40 words a minute for five minutes is required.

**10. TYPEWRITING II***credit, two hours.*

A continuation of Typewriting I. Emphasis is placed on further development of speed and accuracy and the production of business letters, tabulation and manuscripts. A minimum of 50 words a minute for five minutes is required. Prerequisite: Typewriting I or permission of the instructor.

**10. TYPEWRITING III***credit, three hours.*

Development of superior speed and accuracy with emphasis given to the high production quality business forms. A minimum of 55 words a minute for ten minutes is required. Prerequisite: Typewriting II or consent of instructor.

**201. SHORTHAND I***credit, four hours.*

The theory of Gregg Shorthand (Diamond Jubilee edition) is presented. Ability to take dictation at a minimum speed of 60 words a minute for five minutes and to transcribe the material accurately is required.

**202. SHORTHAND II***credit, four hours.*

A speed-building course designed to increase the students' ability to take dictation and to transcribe accurately. Constant stress is given to vocabulary building, punctuation, spelling and grammar. To take dictation at a minimum of 80 words a minute for five minutes and to transcribe the material accurately is required. Typewriter transcription is introduced. Prerequisite: Shorthand I or consent of the instructor.

**203. SHORTHAND III***credit, three hours.*

Advanced dictation and further vocabulary building, punctuation spelling and grammar are stressed. Emphasis is placed on transcribing letters and other materials in mailable form. Prerequisite: Shorthand II or consent of the instructor.

### 13-324. OFFICE PROCEDURES

*Credit, three hours.*

Encompasses the various secretarial skills and introduces additional aspects of secretarial studies. Activities such as filing, handling mail, receptionist and telephone techniques, reports, office manuals, travel arrangements, personality and human relations design, and career opportunities are presented. Prerequisite: 13-103, 13-325 or permission of instructor.

### 13-325. OFFICE MACHINES

*Credit, three hours.*

Consists of training in the operations of a variety of office machines, including adding-listing, electronic printing calculators, IBM magnetic card/selectric typewriter, keypunch, spirit and stencil duplication, IBM executive typewriter, Dictaphone transcriber, collator, photocopying equipment and offset printing. Prerequisite: 13-103 or permission of instructor.

### 13-327. BUSINESS WRITING

*Credit, three hours.*

To educate the student to write effective business letters. This training involves the use of English, knowledge of business principles and understanding of human nature. Prerequisite: Typewriting I or permission of instructor.

### 13-403. DIRECTED OFFICE EXPERIENCE

*Credit, two hours.*

A course designed to allow prospective business education teachers to strengthen and coordinate their learned knowledge and skills by working in a business. Faculty members of the Division of Business Administration will evaluate each student to determine possibilities of improvement. Each student will be assigned to a business for a minimum of 200 hours of supervised practical experience aimed at developing the student to the desired level of proficiency. This experience will also enable the student to apply academic concepts and skills to the business world. A number of class seminars will be held during the semester at which time the student will be required to give oral and written reports on the knowledge gleaned from these experiences. Prerequisites: 13-324 and 13-325.





**CHEMISTRY****80. CHEMICAL SCIENCE***credit, four hours.*

A laboratory centered course for students of elementary education and teaching specialization in general science. The physical and chemical properties of elements, compounds and mixtures will be observed, measured, and classified. The influence of chemistry on energy, industry and daily life will be investigated.

**81-82-104. ELEMENTARY CHEMISTRY***credit, four hours each.*

A study of the basic principles of chemistry directed toward a broad understanding of inorganic, organic and biochemistry. Emphasis on the applications of these principles and the development of scientific literacy leads to the coverage of topics of contemporary concern such as energy utilization, air and water pollution, synthetic materials, nutrition and radiation biology. The laboratory provides the setting for illustrating chemical principles and developing manipulative skills. For students of home economics, hotel, motel and restaurant management and related disciplines.

**112. BASIC BIOCHEMISTRY***credit, three hours.*

Basic Biochemistry is an introduction to the properties, behavior, and interrelationships of molecules of importance to living systems; it is a sequel to Basic Chemistry, 86-151. The level of presentation and the selection of the topics make this course particularly appropriate for students of nursing.

**201-82-209. GENERAL CHEMISTRY***credit, three hours each.*

First year chemistry course for students whose major area of study is biology, chemistry, mathematics, medical technology, pre-medicine, or pre-pharmacy. Such fundamental concepts of chemistry as the structure of atoms and molecules, the nature of solids, liquids, and gases, and reactions of inorganic and organic structures, and the effects of chemicals on the environment are studied. 82-207 is offered in the fall; 82-209 in the spring. 82-208 and 82-210 are to be taken with 82-207 and 82-209 respectively. Prerequisite: High School chemistry is recommended. Prerequisite: Algebra.

**202-82-209. GENERAL CHEMISTRY LABORATORY I***credit, one hour.*

Laboratory course in Inorganic Qualitative Analysis, three hours per week, to be taken simultaneously with the first semester of General Chemistry 82-207.

**203-82-209. GENERAL CHEMISTRY LABORATORY II***credit, one hour.*

Laboratory course in General Chemistry, three hours per week, to be taken simultaneously with the second semester of General Chemistry 82-209. The main emphasis of the course is quantitative, with experiments in synthesis, acid-base reaction, oxidation-reduction, gas evolution, and quantitative determination of unknown concentration.

**204-82-209. INORGANIC CHEMISTRY***credit, three hours.*

The theoretical principles of chemical bonding and molecular structure are correlated with the chemical and physical properties of inorganic compounds. Includes covalent and ionic bonding, periodic trends, systematic study of the representative, transition, inner-transition and inner gas elements, structure determination and reaction mechanisms. Prerequisites: 82-207, 82-209.

**205-82-209. RADIOCHEMISTRY***credit, three hours.*

A study of the principles underlying the nature of radioactivity and of the various chemical, biological and industrial applications of radioisotopes. Particular emphasis is placed on factors contributing to nuclear instability, nature of the decay process, handling and measurement of radioisotopes and the practical aspects of nuclear energy. Prerequisites: 82-207, 82-209.

## **82-311. CHEMICAL PHARMACOLOGY**

*Credit, three hours.*

This course is an introduction to the structure, mechanisms of action, and clinical application of drugs currently in use. The emphasis is on general pharmacological principles and a survey of a wide spectrum of agents; chemical aspects of pharmacology are stressed insofar as they contribute significantly to the understanding of drug action. Prerequisites: one semester of anatomy/physiology and one semester of chemistry; or, permission of the instructor.

## **82-315, 82-316. ORGANIC CHEMISTRY**

*Credit, four hours each.*

A systematic study of the chemistry of the compounds of carbon. The hydrocarbons and other monofunctional classes are discussed in detail followed by difunctional and polyfunctional compounds such as amino acids, carbohydrates and natural synthetic polymers. Connections between organic chemistry and the life sciences are emphasized. The overall approach of the course is toward problem solving. Modern instrumental methods are emphasized in the laboratory where a considerable amount of work is possible. Prerequisites: 82-207, 82-209.

## **82-319. BIOCHEMISTRY**

*Credit, three hours.*

A study of the properties of such biomolecules as proteins, enzymes, nucleic acids, carbohydrates and lipids and the relationship between structure and biochemical function. The emphasis is placed on the localization of biomolecules in the cell, their degradation and synthesis, utilization of chemical energy, transport across cell membranes and biochemical regulation. Prerequisites: 82-207, 82-209. Recommended: Biology 81-208, 81-209.

## **82-320. BIOCHEMICAL TECHNIQUES**

*Credit, two hours.*

A laboratory course devoted to the study of the physical and chemical properties of biologically occurring substances. Experience is gained in the use of chromatography, electrophoresis, spectrophotometry, manometry and related methods. Prerequisite: 82-319.

## **82-321. ANALYTICAL CHEMISTRY**

*Credit, four hours.*

The theoretical and experimental treatment of the principles of chemical equilibrium as applied to the analysis of selected inorganic and organic substances. Particular emphasis is placed on the use of volumetric, gravimetric and colorimetric methods, along with some spectroscopic techniques. Prerequisites: 82-207, 82-209.

## **82-322. INSTRUMENTAL ANALYSIS**

*Credit, three hours.*

The principles and applications of instrumentation as a convenient and readily obtainable approach to analytical chemistry determinations. Includes the use of ultraviolet, visible and infrared spectrophotometry, fluorimetry, gas chromatography, polarography and related methods. Prerequisites: 82-207, 82-209 and 82-321.

## **82-327. SOLUTION CHEMISTRY**

*Credit, three hours.*

A one-semester course to be taken by the student in the sophomore or junior year. The study of the physical and chemical properties of the liquid state is pursued, with particular emphasis placed on aqueous solution.

The preparation of solutions of various concentrations is reviewed. Thermodynamics is introduced. Other major areas are acid-base theory, kinetics, equilibria between phases and electrochemistry. Prerequisites: 82-207, 82-209, 85-105.

## **82-328. SOLUTION CHEMISTRY LABORATORY**

*Credit, one hour.*

A three-hour per week laboratory course to be taken with Solution Chemistry. Aqueous and non-aqueous solutions will be prepared, the physical and chemical properties which will be investigated. Prerequisite: 82-327.

**81, 82-332. SEMINAR***one hour each.*

may be taken more than once for credit. The selection, organization and presentation of within one's area of interest in chemistry. Topics are selected from among the current literature, review articles and reports in scientific journals. Prerequisites: 82-207, 82-209.

**82-416. ADVANCED ORGANIC CHEMISTRY***one to three hours each.*

The content of the course is flexible and can be structured to meet the needs of the student. Possible orientations include: 1) a review and extension of the principles covered in "Organic Chemistry" 2) a detailed treatment of the mechanisms of organic reactions 3) a selective study of synthesis of organic compounds and 4) molecular orbital theory and rate processes as applied to organic chemistry. Prerequisites: 82-315, 82-316.

**82-421. SPECTROSCOPY***two hours.*

A study of the classical and quantum theories of the interaction of radiation with matter, including an introduction to the Schrodinger wave equation. The absorption and emission of radiation by atoms and molecules is treated, with particular emphasis being placed on ultraviolet, visible and infrared spectroscopy and resonance phenomena. Prerequisites: Chemistry 82-207, 82-209. Physics 83-211, 83-212 and Math through Calculus.

**82-428. THERMODYNAMICS***three hours.*

A study of the principles underlying the content and transfer of energy in physical and chemical reactions. The classical laws of thermodynamics are introduced and the concepts of free energy, entropy, work and enthalpy are defined and subjected to a careful quantitative treatment. Prerequisites: 82-207, 82-209, 83-211, 83-212 and Math through Calculus.

**82-428. THERMODYNAMICS LABORATORY***one hour.*

A three-hour per week laboratory course to be taken with 82-428 Thermodynamics. Experimental investigations of the thermodynamic properties of gaseous and liquid systems will be pursued, specifically gas density, molecular weight determination, heats of solution, heats of reaction, kinetic measurements.

**82-432. SPECIAL STUDIES***one to three hours each.*

An individualized program of study. Enables the student to broaden his background within a specific area of interest through exposure to advanced concepts and experimental techniques. Usually includes laboratory work, literature search and the preparation of a scientific report. Departmental permission.

**COMMERCIAL ART****(ALSO ART AND PHOTOGRAPHY)****82-471. INTRODUCTION TO VISUAL COMMUNICATION***three hours.*

Development of design concepts relative to advertising through practical projects, layout, lettering.

**82-472. TYPOGRAPHICS***three hours.*

Comprehensive experience is provided in the major styles and techniques of lettering employed in commercial art. Emphasis is upon the development of speed, skill, accuracy and variety of stylistic variations of typography.

**82-474. METHODS AND CONCEPTS OF COMMERCIAL ART I***three hours.*

Studio and lecture on design principles, basic layout techniques, tools, methods, materials and media.



### **34-175. METHODS AND CONCEPTS OF COMMERCIAL ART II**

*Credit, three hours.*

Advanced studio problems in the preparation of camera-ready copy.

### **34-176. INTRODUCTION TO COMMERCIAL ART**

*Credit, three hours.*

Development of design concepts relative to advertising through practical project and lettering. A continuation of 34-171.

### **34-271. GRAPHIC TECHNIQUES**

*Credit, three hours.*

Studio problems and lecture on photo-engraving, letterpress, offset lithography, vure, typography, and layout imposition.

### **34-272. PHOTOGRAPHIC AND GRAPHIC DESIGN**

*Credit, three hours.*

Studio problems and lecture on three and four color processes, bindery, job es paper problems, copy preparation and the basic elements of photography.

### **34-273. ILLUSTRATION**

*Credit, three hours.*

Developing and finishing illustrations for advertising and decorative use. De application of spot illustrations with consideration for reproduction requirements. Lin and white, limited and full color.

### **34-274. FIELD EXPERIENCE IN COMMERCIAL ART**

*Credit, five hours.*

Students will be placed in commercial agencies in order that they may obtain ir "on the job" training. Students will spend a minimum of 14 hours per week working approved field supervisor. A two hour seminar will be held each week for the purpos grating theory and practice. Prerequisite: 15 hours of commercial art.

### **34-275. DESIGN STRATEGIES OF VISUAL COMMUNICATION I**

*Credit, three hours.*

Formal and conceptual elements are expanded in study. Sequences and series introduced as a design element of the printed page. Printing production aspects are p through applied design problems. Prerequisites: 34-171 Introduction to Visual Comm and 34-172 Typographics.

### **34-276. DESIGN STRATEGIES OF VISUAL COMMUNICATION II**

*Credit, three hours.*

Perceptual insights in contemporary life are considered as an element in plan advertising campaign. Emphasis is directed toward visual/verbal communications. Pre 34-275.

### **34-279. PROJECTS WORKSHOP IN COMMERCIAL ART**

*Credit, three to five hours.*

Basic Air Brush, Air Brush Photo Retouching, Architectural Rendering, Interior D and Design, Portrait Painting, Audio Visual Illustrations, Sign Painting.

### **34-370. ADVANCED DESIGN**

*Credit, three hours.*

In depth study of the elements and principles of design. Problems, research and are taken to reinforce understanding. Prerequisites: 33-140 and 33-170.

### **34-371. COMMERCIAL DESIGN**

*Credit, three hours.*

Development of design concepts relative to advertising through practical projects sis placed on problems in composition and pictorial organization, layout and lettering uisites: 33-140 and 33-170.

**3. SPECIAL PROJECTS IN THE GRAPHIC ARTS***edit, three to five hours.*

continuation of the skills and techniques developed in Commercial Art I with emphasis on a higher technical proficiency and more professional work. Prerequisite: Commercial Art I. Special fields of interest include: Creative Photography, Industrial Photography, Silk Screen Printing, Story Illustrating, Medical Illustrating, Mechanical Illustrating, Technical Illustrating, Cartooning and Animation.

**3. SPECIAL PROJECTS IN THE ADVERTISING ARTS***edit, three to five hours.*

continuation of the skills and techniques developed in Commercial Art I and Graphic Arts with emphasis being a higher technical proficiency and more professional work. Prerequisite: Commercial Art I and Graphic Arts. Special fields of interest include: Package Design, Layout and Figure Drawing, Fashion Design and Illustrating, Wash Drawings in Advertising, Store and Window Display, Point of Purchase Displays.

**4. RESEARCH (DESIGN)***edit, one to three hours.*

an upper division course designed as a culminating experience within the concentration in design, thereby providing an opportunity to pursue a specific area of design on a meaningful level. Prerequisite: Eight hours of design.

**OPERATIVE TRAINING PROGRAM****3. TEACHING OF BRAILLE READING AND WRITING TO THE BLIND***edit, three hours.***3. METHODS OF TEACHING BLIND CHILDREN, ELEMENTARY GRADES***edit, three hours.***3. METHODS OF TEACHING BLIND CHILDREN, SECONDARY SCHOOL LEVEL***edit, three hours.***4. DIRECTED TEACHING WITH DEAF CHILDREN***edit, eight hours.***4. DIRECTED TEACHING WITH BLIND CHILDREN***edit, eight hours.***4. THE TEACHING OF SPEECH TO THE DEAF***edit, four hours.***4. THE TEACHING OF LANGUAGE TO THE DEAF***edit, four hours.***4. COMMUNICATION WITH THE DEAF***edit, two hours.*

This is an optional course and not required for a teacher certificate.

**ECONOMICS****20. PRINCIPLES OF ECONOMICS***edit, three hours.*

Introduction to fundamental economics concepts including: supply and demand analysis; money banking, government and fiscal policy with emphasis upon the level and fluctuations in income, employment and prices; economic growth; and comparative economic systems.

**20. ECONOMIC PROBLEMS***edit, three hours.*

Continuation of 12-205. Topics include: extension of supply and demand analysis, production and revenue analysis of firms under perfect and imperfect competition, resource markets and international trade and finance. Selected economic problems. Prerequisite: 12-205.

## **12-301. THEORY OF PRICE AND RESOURCE ALLOCATION**

*Credit, three hours.*

An intermediate level study of the manner in which factors of production are allocated among different firms and industries and how payments to these factors are distributed in a free market economy. Analysis of consumer choice, theory of the firm, and the effects of imperfect competition. Optimization techniques such as linear programming, transportation and other mathematical problems. Prerequisite: 12-206.

## **12-302. THEORY OF INCOME AND EMPLOYMENT**

*Credit, three hours.*

An analysis of the determinants of the level of income and employment in the aggregate economy. Emphasis on the Keynesian theory and its application to stabilization policies. An introduction to post-Keynesian analysis. Prerequisite: 12-206.

## **12-304. DEVELOPMENT OF ECONOMIC THOUGHT**

*Credit, three hours.*

A study of the development of economic thought from mercantilism to the present. Contributions of great economists to economic analysis, and their bearing on current theory and policy issues are emphasized. Prerequisite: 12-206.

## **12-305. MONEY AND BANKING**

*Credit, three hours.*

Role of money and credit in the economy. Structure and operation of commercial banks. The Federal Reserve System and process and instruments of monetary policy. Elements of monetary theory. Prerequisite: 12-206.

## **12-310. PUBLIC FINANCE**

*Credit, three hours.*

A study of government expenditures, sources and methods of taxation, economic effects of expenditures and taxes and government debt policies. Prerequisite: 12-305.

## **12-315. COMPARATIVE ECONOMIC SYSTEMS**

*Credit, three hours.*

A theoretical comparison of the exchange economy, classical capitalism, Keynesian capitalism, and socialism with applications to particular economic environments. Prerequisite: 12-206.

## **12-319. BUSINESS CYCLES AND FORECASTING**

*Credit, three hours.*

Theories of the business cycle — including classical, neo-classical and monetarist. Statistical income analysis and application to macroeconomic forecasting. Prerequisite: 12-206.

## **12-325. INTERNATIONAL ECONOMICS**

*Credit, three hours.*

A treatment of the basic theories, problems and policies of international trade and finance. Prerequisite: 12-206.

## **12-410. SEMINAR IN ECONOMIC DEVELOPMENT**

*Credit, three hours.*

The historical and theoretical analysis of the major factors that influence economic development. This course is available to students who have manifested mature development in economic areas. Prerequisite: permission of instructor.





## EDUCATION

### 20. FOUNDATIONS OF AMERICAN EDUCATION

*3 credits, three hours.*

The central focus of the course is an examination of the relationship between the school as an institution and the larger society. This is accomplished through a variety of ways, but primarily through a combination of philosophical, historical and problem-oriented inquiry into that relationship. The assumption is that a teacher who has developed an understanding of the vital relationships between school and society is in a position to see his professional roles beyond the narrow confines of the classroom, and out of such a perspective will emerge a more sensitive and effective teacher.

### 20. HISTORY AND PHILOSOPHY OF THE MIDDLE SCHOOL

*3 credits, three hours.*

The course engages in an historical and philosophical analysis of American educational thought and practice relevant to the development of the Middle School. The themes of the course will center on the historical development of an educational structure and curriculum and its focus the psychological, educational, and social needs of the emerging adolescent. The course will also examine the philosophical foundation of the Middle School.

### 30. ADOLESCENT DEVELOPMENT

*3 credits, three hours.*

A course designed for those with a professional interest in adolescence. Course content emphasizes cognitive, physical, and psychosocial-affective variables which affect adolescent development. Prerequisite for Secondary Education students: 21-200. No prerequisite for non-education majors. Secondary Education students take with 21-306.

## **21-302. EDUCATIONAL PSYCHOLOGY**

*Credit, three hours.*

A course designed to acquaint the student with theories and models of learning and teaching. Emphases are placed on the generation, implementation and evaluation of teaching strategies. Prerequisites for Secondary Education students: 21-200, 21-301, 21-306 prerequisite for non-education majors. Secondary Education majors take with 21-301.

## **21-303. HUMAN DEVELOPMENT: GROWTH AND LEARNING**

*Credit, three hours.*

A course exploring the psychological variables which enter into the teaching-learning process from birth to adolescence. Prerequisite: 21-200 for elementary education majors.

## **21-304. PSYCHOLOGY OF THE MIDDLE SCHOOL CHILD**

*Credit, three hours.*

This is a course designed to acquaint the in-service and pre-service teacher with the physiological, cognitive and psychological nature of the middle school child. Using the information base, implications for appropriate teacher behavior, consistent with relevant learning motivational theory, are dealt with. Prerequisite: Permission of instructor.

## **21-305. AUDIO VISUAL AIDS**

*Credit, three hours.*

A foundation course designed to acquaint the student with the use of audio visual aids in the chain of communications. The course content will consist of: (1) the historical, philosophical and psychological reasons for the use of audio visual aids; (2) production and use of audio visual aids; and (3) operating the audio visual hardware. Prerequisite: Education majors must have completed 21-200.

## **21-306. ADOLESCENT DEVELOPMENT FIELD EXPERIENCE**

*Credit, one hour.*

This is the initial field experience course in the secondary education student's curriculum. Through active participation in a public school setting, the student begins a series of successively more intensive involvement which culminates in student teaching. Students must insure a block of three hours per week to accommodate their placement made by the Division of Education. Secondary education majors take with 21-301. Prerequisite: 21-200.

## **21-307. EDUCATIONAL PSYCHOLOGY FIELD EXPERIENCE**

*Credit, one hour.*

This is the second field experience course for secondary education students. Through active participation in an area public school, the student is further acquainted with the realities of the teaching profession. Students must insure an open block of three hours per week to accommodate their placement. Secondary education majors take with 21-302. Prerequisites: 21-200, 21-301, 21-306.

## **21-308. FOUNDATIONS OF EARLY EDUCATION**

*Credit, three hours.*

A course designed to acquaint students with historic background and modern concepts relative to the aims and content of curriculum in Early Education. Prerequisites: 21-200, 21-301, 21-306.

## **21-310. EDUCATIONAL SOCIOLOGY**

*Credit, three hours.*

The course is designed to acquaint the student with education as a distinctly social phenomenon subject to objective scientific analysis. A sociological perspective on education requires that the student "step back" from that which he is examining, set aside his personal and cultural biases and take a long, hard look at the phenomenon of education.

## **21-316. METHODS IN SCIENCE AND MATHEMATICS**

*Credit, one hour.*

Methods in Science and Mathematics is part of the professional program designed to provide opportunities to acquire knowledge and skills necessary to the teaching profession in these support areas. Prerequisites: 21-200, 21-303. Taken with 21-330.

**7. METHODS IN SOCIAL STUDIES***one hour.*

Methods and Field Experience in Social Studies is part of the professional program developed to provide opportunities to acquire knowledge and skills necessary to the teaching profession in these support areas. Two hours per week will be used in a seminar class designed to provide the teaching experience and provide instruction in materials and methods in the teaching of social studies. Prerequisites: 21-200, 21-303. Taken with 21-331.

**9. MIDDLE SCHOOL CURRICULUM***three hours.*

A course designed to acquaint the student with the relationship between the unique needs of the transcendent child and his schooling process. Included are such variables as the nature of knowledge, of the learner, and the schooling process. Other variables included within the course are related to content learning.

**20. FIELD EXPERIENCE IN SCIENCE AND MATHEMATICS***one hour.*

Provides 50 clock hours of clinical experience in a selected public school system. This supervised experience includes a competency-based prescription program based on teachable techniques in the teaching of math and science at the early education and/or middle education level. Taken with 21-316. Prerequisites: 21-200, 21-303.

**31. FIELD EXPERIENCE IN SOCIAL STUDIES***one hour.*

Provides 50 clock hours of clinical experience in a selected public school system. This supervised experience includes a competency-based prescription based on current teachable techniques in the teaching of social science at the elementary education level. Taken with 21-317. Prerequisites: 21-200, 21-303.

**40. INSTRUCTIONAL STRATEGIES IN EARLY EDUCATION***three hours.*

A course designed to provide students with instructional strategies and materials appropriate for instruction in a variety of Early Education environments. Prerequisites: 21-200, 21-303, 21-304, 25-304. This course is taken concurrently with 21-401.

**41. CLINICAL EXPERIENCES IN EARLY EDUCATION***three hours.*

Clinical experiences necessary to the practical application of those approaches unique to early education. Prerequisites: 21-200, 21-303, 21-308, 25-304. This course is taken concurrently with 21-400.

**40. GENERAL METHODS IN ELEMENTARY EDUCATION, K-6***three hours.*

General Methods in Elementary Education (K-6) is taken concurrently with Directed Instruction. The course is a part of a block which also includes Audio-Visual Aids and Remedial Instruction. It is taught intensively during the first 10-12 days of each semester and then continues throughout the semester in weekly half-day seminars for students in their fulltime clinical experience. Prerequisites: 21-200, 21-303, 21-316, 21-317, 21-330, 21-331, 21-412, 21-413, and Admission to the Professional Block.

**40. PRINCIPLES AND PRACTICES OF SECONDARY EDUCATION, GRADES 7-12***four hours.*

Provides the student with a background in the theory of Secondary Education which will relate principles and techniques of teaching in secondary schools with the actual practices in current use. Introduces lesson and unit planning and a variety of methods of teaching including lecture, discussion techniques, group dynamics, assignments, reviews and drills. Classroom management, homeroom activities, record keeping and extracurricular programs are considered. The course attempts to show the interrelationships of various disciplinary areas and how each subject matter teacher is a member of an interacting team. Frequent visits to public schools help the student aware of the realities inherent in the classroom situation. A number of class sessions will be devoted to how the secondary teacher can aid and assist students in improving their reading skills. Prerequisites: 21-200, 21-301, 21-302, 21-306, 21-307, and Admission to the Professional Block.



## **21-407. GENERAL METHODS: MIDDLE SCHOOL, 4-8**

*Credit, three hours.*

General Methods: Middle School (4-8) is taken concurrently with Directed Teaching of the professional block which also includes Remedial Reading and Audio-Visual Aids. It is taken intensively during the first 11-12 days of each semester and continues through the balance of the semester during the half-day weekly seminars that are part of the Directed Teaching experience. Prerequisites: 21-200, 21-303, 21-316, 21-317, 21-330, 21-331, 21-412, 21-413. Admission to the Professional Block.

## **21-408. PROBLEMS IN ELEMENTARY EDUCATION**

*Credit, one to six hours.*

Problems in Elementary Education is designed primarily for in-service elementary school teachers in need of completing requirements for certification. Specific objectives will be determined upon with individual participants. Prerequisites and corequisites are dependent upon participants' individual academic program. Prerequisite: Permission of Education Division Chairman.

## **21-409. PROBLEMS IN SECONDARY EDUCATION**

*Credit, one to six hours.*

This course is recommended for in-service secondary teachers. Specific objectives will be worked out with the participants, who will choose the area in which they wish to work either individually or with a group. General and specific methods, materials of instruction, guiding materials and other items related to the field of secondary education will be taken up as a workshop experience. Prerequisite: Permission of Education Division Chairman.

## **21-412. METHODS IN LANGUAGE ARTS**

*Credit, one hour.*

Methods in Language Arts is part of the professional program developed to provide opportunities to acquire knowledge and skills necessary to the teaching of Language Arts. Two hours per week will be spent in a seminar designed to orient the student to current methods and materials in Language Arts. Prerequisites: 21-200, 21-303. Taken with 21-413.

## **21-413. FIELD EXPERIENCE IN LANGUAGE ARTS**

*Credit, one hour.*

Provides 50 clock hours of clinical experience in a selected public school system. The college-supervised experience includes a competency-based prescription program and acceptable techniques in the teaching of language arts skills in the elementary education classroom. Taken with 21-412. Prerequisites: 21-200, 21-303.

## **21-416. PSYCHOEDUCATIONAL APPRAISAL AND EDUCATIONAL PLANNING**

*Credit, three hours.*

This course is designed to provide appraisal and planning skills to persons who are involved with planning for the needs of exceptional children. Teaches a wide range of restrictive test instruments. Prerequisite: Permission of instructor.

## **21-417. PRINCIPLES AND PRACTICES OF GUIDANCE**

*Credit, three hours.*

The course emphasizes the role of the classroom teacher in the guidance program of modern elementary and secondary schools. Techniques of guidance to enable children to make wholesome adjustments to modern life will be stressed. Recommended for elementary school teachers. Interpretation of the results of tests is a part of this course. Prerequisites: Permission of instructor.

## **21-420. SPECIAL METHODS OF TEACHING MATHEMATICS**

*Credit, three hours.*

A special methods course for secondary education majors in Mathematics. A study of special methods, curriculum, problems and techniques involved in mathematics instruction. Prerequisites: 21-200, 21-301, 21-302, 21-306, 21-307.

## **21-421. SPECIAL METHODS OF TEACHING ENGLISH**

*Credit, three hours.*

Current approaches in the teaching of English in the secondary school. Topics include teaching procedures and approaches in composition, literature, and grammar; the reading program; critical examination of recent texts; educational media in the field of English instruction; materials of instruction. Prerequisites: 21-200, 21-301, 21-302, 21-307.

**42. SPECIAL METHODS OF TEACHING SOCIAL STUDIES***3 credits, three hours.*

This course is designed to acquaint the student with the philosophy, aims, and methods of teaching social studies in the secondary school. Prerequisites: 21-200, 21-301, 21-302, 21-306, 21-307.

**43. SPECIAL METHODS OF TEACHING SCIENCE***3 credits, three hours.*

Inquiry approach to teaching science is the major thrust of this course. The student is introduced to or reacquainted with the objectives of secondary school science and how the inquiry method of teaching meets these objectives. Some time is spent identifying those cognitive and psychomotor skills that are important in the sciences, and the affective behaviors science education aims to develop. Each student is provided the opportunity to examine and evaluate secondary science curricula and to prepare a unit stressing inquiry teaching. To focus attention on specific problems in secondary school science teaching, role playing is often employed. The culminating activity is the development and teaching of a "lesson" from the unit prepared. Throughout the course special emphasis is placed on media, safety, and science classroom-laboratory management. "This course is not taught every semester. Students should check advance with division chairman." Prerequisites: 21-200, 21-301, 21-302, 21-306, 21-307.

**44. SPECIAL METHODS OF TEACHING OF SCIENCE IN THE ELEMENTARY SCHOOL***3 credits, three hours.*

A course designed to aid the prospective elementary teacher in the planning and administering of elementary science in grades one through six. Emphasis will be placed upon the organizing and presenting of such experiences as field trips, experiments, etc.

**45. SPECIAL METHODS OF TEACHING MUSIC***3 credits, three hours.*

A course designed to aid the participants in constructing a working philosophy of music in schools in which all music activities and courses can be viewed in proper perspective. In addition, emphasis will be placed on the refining of known skills as applicable to the means by which music objectives can be realized; developing and administering the band and choral programs along with instrumental and vocal techniques; conducting such specialized music courses as music theory, history, and music appreciation; and examining appropriate teaching techniques. A Field Experience in an area public school is required. Students must insure an open block of 3 hours per week in their schedule to allow for assignments to a public school. Prerequisites: 21-200, 21-301, 21-302, 21-306, 21-307, 32-227, and 32-325. Taken with 21-437.

**46. SPECIAL METHODS OF TEACHING ART***3 credits, three hours.*

A course designed to acquaint the student with the nature of teaching art on the secondary level. The course covers the objectives of secondary art education, the psychology of perception and learning as it applies to art, current philosophical positions in art education and recent trends within the field. A Field Experience in an area public school is required. Students must reserve an open block of 3 hours per week in their schedule to allow for assignment to a public school. Prerequisites: 21-200, 21-301, 21-302, 21-306, 21-307. Taken with 21-436.

**47. SPECIAL METHODS OF TEACHING HOME ECONOMICS AT THE SECONDARY LEVEL***3 credits, four hours.*

Current approaches to dealing with the problems directly related to teaching, beginning with philosophy and objectives of home economics education and continuing through methods and techniques of developing the objectives and evaluating their results.

**48. SPECIAL METHODS OF TEACHING HOME ECONOMICS AT THE ADULT LEVEL***1 credit, two hours.*

A study of the philosophy, promotion, organization, methods and techniques of working with out-of-school groups. Each student will participate in teaching an adult group.

## **21-430. SPECIAL METHODS OF TEACHING BUSINESS EDUCATION**

*Credit, three hours.*

A course designed to acquaint the pre-service teacher with methods and techniques of teaching business subjects. Attention is also given to the formulation of instructional objectives and to problems which might arise in the field. The course is taken prior to or concurrently with student teaching. Prerequisites: Minimum of 20 hours credit from courses required in the teaching field, 21-200, 21-301, 21-302. As this course is not taught every semester, students should check with the division chairman.

## **21-431. SPECIAL METHODS OF TEACHING HEALTH, SAFETY AND PHYSICAL EDUCATION IN THE ELEMENTARY AND SECONDARY SCHOOLS**

*Credit, three hours.*

This course is designed to enable the student to apply the fundamental principles of learning and teaching in the areas of safety, health, and physical education at the elementary and secondary levels. A Field Experience in an area public school is required. Students must insure an open block of 3 hours per week in their schedule to allow for assignment to a public school. This course is taken prior to student teaching. Prerequisites: Minimum of 20 hours credit from courses required in teaching field, 21-200, 21-301, 21-302, 21-306, 21-307. Taken with 21-430.

## **21-436. ART SPECIAL METHODS FIELD EXPERIENCE**

*Credit, one hour.*

This is the third experience course for secondary education students majoring in art. Through active participation in an area public school, the student is further acquainted with the realities of the teaching profession. Students must insure an open block of three hours per week to accommodate placement. Taken with 21-427. Prerequisites: 21-200, 21-301, 21-306, and 21-307.

## **21-437. MUSIC SPECIAL METHODS FIELD EXPERIENCE**

*Credit, one hour.*

This is the third experience course for secondary education students majoring in music. Through active participation in an area public school, the student is further acquainted with the realities of the teaching profession. Students must insure an open block of three hours per week to accommodate their placement. Taken with 21-426. Prerequisites: 21-200, 21-301, 21-306, and 21-307.

## **21-438. HEALTH, SAFETY, AND PHYSICAL EDUCATION SPECIAL METHODS FIELD EXPERIENCE**

*Credit, one hour.*

This is the third field experience course for secondary education students majoring in health, safety, and physical education. Through active participation in an area public school, the student is further acquainted with the realities of the teaching profession. Students must insure an open block of three hours per week to accommodate their placement. Taken with 21-431. Prerequisites: 21-200, 21-301, 21-302, 21-306, and 21-307.

## **21-442. BASIC COMPONENTS OF READING INSTRUCTION**

*Credit, three hours.*

A basic course in methods, materials, and techniques fundamental to developing reading instruction at the elementary and secondary level. Prerequisite: 21-200.

## **21-443. READING IN CONTENT AREAS**

*Credit, three hours.*

A course concentrating on reading instruction in the content areas of the curriculum. Attention is given to the identification of the special reading abilities required in subject content areas. Prerequisite: Permission of instructor.

## **21-444. DIAGNOSTIC AND PRESCRIPTIVE READING**

*Credit, three hours.*

A course which provides basic information essential to individualized prescriptive instruction in reading. Prerequisite: Permission of the instructor.



**45. REMEDIAL READING***ed, three hours.*

Methods, materials and techniques necessary to the diagnosis and remediation of reading problems in the classroom. Prerequisites: 21-200, 21-442, and/or permission of instructor.

**47. CLINICAL READING***ed, four hours.*

A course concentrating on identification, diagnosis, and specialized instruction of specific reading problems. Field experience is built into the requirement. Students must set aside 2 hours each week for the field experience. Prerequisite: Permission of instructor.

**40. DIRECTED TEACHING IN THE ELEMENTARY SCHOOL, GRADES 1-6***ed, six hours.*

Directed Teaching in the Elementary School, Grades 1-6 provide an extended (14-15 week) intensive clinical experience in the public schools under the supervision of experienced personnel. This is the culminating clinical experience which affords the student the opportunity to fine-tune teaching skills. Students would ordinarily enroll in 21-402, 21-445, and 21-305 concurrently with 21-450. Prerequisites: 21-200, 21-303, 21-316, 21-317, 21-330, 21-331, 21-412, 21-413, 21-442, and acceptance into the Professional Block.

**41. DIRECTED TEACHING IN THE ELEMENTARY SCHOOL, GRADES 1-6***ed, three hours.*

Directed Teaching in the Elementary School, Grades 1-6 is to be combined with 21-452 or 21-453 to enable the student to complete the required six hours of directed teaching and to obtain certification in elementary education with a teaching field in Early Education or certification for teaching in Middle Schools. It is also designed for individuals with unique problems who wish those associated with state certification or changes in teaching levels. This course provides in-depth clinical experience in the public schools under the supervision of experienced personnel. Prerequisites: 21-200, 21-303, 21-316, 21-317, 21-330, 21-331, 21-412, 21-413, 21-442, and acceptance into the Professional Block and/or permission of the Education Division Chairman.

**42. DIRECTED TEACHING IN EARLY EDUCATION, GRADES N-K***ed, three hours.*

Directed Teaching in Early Education, Grades N-K provides an opportunity for the student to be involved in teaching on the early childhood level to develop the necessary competencies. The student also enrolls in 21-451 thus providing for the six semester hours necessary for meeting Directed Teaching requirements. In addition the student also usually enrolls in 21-402, 21-445, and 21-305. This clinical experience provides the student with in-depth experience on the early childhood level for approximately one-half of the semester. Prerequisites: 21-200, 21-303, 21-316, 21-317, 21-330, 21-331, 21-412, 21-413, 21-442, and acceptance into the Professional Block.

**43. DIRECTED TEACHING IN THE MIDDLE SCHOOL, GRADES 4-8***ed, three hours.*

Directed Teaching in the Middle School, Grades 4-8 provides an in-depth clinical experience in the public school, at the appropriate grade level, under the supervision of experienced personnel. The extended immersion in the program of the middle school will provide the student with opportunities to test his knowledge of the subject areas chosen, and to gain competence in the teaching skills. Students would enroll in 21-402, 21-445, 21-305, and 21-451 concurrently with enrollment in 21-453. Prerequisites: 21-200, 21-303, 21-316, 21-317, 21-330, 21-331, 21-412, 21-413, 21-442, and acceptance into the Professional Block.

**45. DIRECTED TEACHING, GRADES 7-12***ed, six hours.*

Gives insight, through study and observation, and provides skill, through planning and teaching, to enable the graduates to handle successfully all types of teaching situations in secondary schools. Prerequisites: 21-200, 21-301, 21-302, 21-306, 21-307, 21-404, special permission in a teaching field, and acceptance into the Professional Block.

## **21-456. DIRECTED TEACHING; GRADES K-12**

*Credit, six hours.*

Limited to those students in the K-12 programs of Physical Education, Art, and Music. Gives insight, through study and observation, and provides skill, through planning and teaching, to enable the graduates to handle successfully all types of teaching situations in secondary and elementary schools. Prerequisites: 21-200, 21-301, 21-302, 21-306, 21-307, 21-404, 21-405, 21-406, 21-407, 21-408, 21-409, 21-410, 21-411, 21-412, 21-413, 21-414, 21-415, 21-416, 21-417, 21-418, 21-419, 21-420, 21-421, 21-422, 21-423, 21-424, 21-425, 21-426, 21-427, 21-428, 21-429, 21-430, 21-431, 21-432, 21-433, 21-434, 21-435, 21-436, 21-437, 21-438, 21-439, 21-440, 21-441, 21-442, 21-443, 21-444, 21-445, 21-446, 21-447, 21-448, 21-449, 21-450, 21-451, 21-452, 21-453, 21-454, 21-455, 21-456, 21-457, 21-458, 21-459, 21-460, 21-461, 21-462, 21-463, 21-464, 21-465, 21-466, 21-467, 21-468, 21-469, 21-470, 21-471, 21-472, 21-473, 21-474, 21-475, 21-476, 21-477, 21-478, 21-479, 21-480, 21-481, 21-482, 21-483, 21-484, 21-485, 21-486, 21-487, 21-488, 21-489, 21-490, 21-491, 21-492, 21-493, 21-494, 21-495, 21-496, 21-497, 21-498, 21-499, 21-500, 21-501, 21-502, 21-503, 21-504, 21-505, 21-506, 21-507, 21-508, 21-509, 21-510, 21-511, 21-512, 21-513, 21-514, 21-515, 21-516, 21-517, 21-518, 21-519, 21-520, 21-521, 21-522, 21-523, 21-524, 21-525, 21-526, 21-527, 21-528, 21-529, 21-530, 21-531, 21-532, 21-533, 21-534, 21-535, 21-536, 21-537, 21-538, 21-539, 21-540, 21-541, 21-542, 21-543, 21-544, 21-545, 21-546, 21-547, 21-548, 21-549, 21-550, 21-551, 21-552, 21-553, 21-554, 21-555, 21-556, 21-557, 21-558, 21-559, 21-560, 21-561, 21-562, 21-563, 21-564, 21-565, 21-566, 21-567, 21-568, 21-569, 21-570, 21-571, 21-572, 21-573, 21-574, 21-575, 21-576, 21-577, 21-578, 21-579, 21-580, 21-581, 21-582, 21-583, 21-584, 21-585, 21-586, 21-587, 21-588, 21-589, 21-590, 21-591, 21-592, 21-593, 21-594, 21-595, 21-596, 21-597, 21-598, 21-599, 21-600, 21-601, 21-602, 21-603, 21-604, 21-605, 21-606, 21-607, 21-608, 21-609, 21-610, 21-611, 21-612, 21-613, 21-614, 21-615, 21-616, 21-617, 21-618, 21-619, 21-620, 21-621, 21-622, 21-623, 21-624, 21-625, 21-626, 21-627, 21-628, 21-629, 21-630, 21-631, 21-632, 21-633, 21-634, 21-635, 21-636, 21-637, 21-638, 21-639, 21-640, 21-641, 21-642, 21-643, 21-644, 21-645, 21-646, 21-647, 21-648, 21-649, 21-650, 21-651, 21-652, 21-653, 21-654, 21-655, 21-656, 21-657, 21-658, 21-659, 21-660, 21-661, 21-662, 21-663, 21-664, 21-665, 21-666, 21-667, 21-668, 21-669, 21-670, 21-671, 21-672, 21-673, 21-674, 21-675, 21-676, 21-677, 21-678, 21-679, 21-680, 21-681, 21-682, 21-683, 21-684, 21-685, 21-686, 21-687, 21-688, 21-689, 21-690, 21-691, 21-692, 21-693, 21-694, 21-695, 21-696, 21-697, 21-698, 21-699, 21-700, 21-701, 21-702, 21-703, 21-704, 21-705, 21-706, 21-707, 21-708, 21-709, 21-710, 21-711, 21-712, 21-713, 21-714, 21-715, 21-716, 21-717, 21-718, 21-719, 21-720, 21-721, 21-722, 21-723, 21-724, 21-725, 21-726, 21-727, 21-728, 21-729, 21-730, 21-731, 21-732, 21-733, 21-734, 21-735, 21-736, 21-737, 21-738, 21-739, 21-740, 21-741, 21-742, 21-743, 21-744, 21-745, 21-746, 21-747, 21-748, 21-749, 21-750, 21-751, 21-752, 21-753, 21-754, 21-755, 21-756, 21-757, 21-758, 21-759, 21-760, 21-761, 21-762, 21-763, 21-764, 21-765, 21-766, 21-767, 21-768, 21-769, 21-770, 21-771, 21-772, 21-773, 21-774, 21-775, 21-776, 21-777, 21-778, 21-779, 21-780, 21-781, 21-782, 21-783, 21-784, 21-785, 21-786, 21-787, 21-788, 21-789, 21-790, 21-791, 21-792, 21-793, 21-794, 21-795, 21-796, 21-797, 21-798, 21-799, 21-800, 21-801, 21-802, 21-803, 21-804, 21-805, 21-806, 21-807, 21-808, 21-809, 21-810, 21-811, 21-812, 21-813, 21-814, 21-815, 21-816, 21-817, 21-818, 21-819, 21-820, 21-821, 21-822, 21-823, 21-824, 21-825, 21-826, 21-827, 21-828, 21-829, 21-830, 21-831, 21-832, 21-833, 21-834, 21-835, 21-836, 21-837, 21-838, 21-839, 21-840, 21-841, 21-842, 21-843, 21-844, 21-845, 21-846, 21-847, 21-848, 21-849, 21-850, 21-851, 21-852, 21-853, 21-854, 21-855, 21-856, 21-857, 21-858, 21-859, 21-860, 21-861, 21-862, 21-863, 21-864, 21-865, 21-866, 21-867, 21-868, 21-869, 21-870, 21-871, 21-872, 21-873, 21-874, 21-875, 21-876, 21-877, 21-878, 21-879, 21-880, 21-881, 21-882, 21-883, 21-884, 21-885, 21-886, 21-887, 21-888, 21-889, 21-890, 21-891, 21-892, 21-893, 21-894, 21-895, 21-896, 21-897, 21-898, 21-899, 21-900, 21-901, 21-902, 21-903, 21-904, 21-905, 21-906, 21-907, 21-908, 21-909, 21-910, 21-911, 21-912, 21-913, 21-914, 21-915, 21-916, 21-917, 21-918, 21-919, 21-920, 21-921, 21-922, 21-923, 21-924, 21-925, 21-926, 21-927, 21-928, 21-929, 21-930, 21-931, 21-932, 21-933, 21-934, 21-935, 21-936, 21-937, 21-938, 21-939, 21-940, 21-941, 21-942, 21-943, 21-944, 21-945, 21-946, 21-947, 21-948, 21-949, 21-950, 21-951, 21-952, 21-953, 21-954, 21-955, 21-956, 21-957, 21-958, 21-959, 21-960, 21-961, 21-962, 21-963, 21-964, 21-965, 21-966, 21-967, 21-968, 21-969, 21-970, 21-971, 21-972, 21-973, 21-974, 21-975, 21-976, 21-977, 21-978, 21-979, 21-980, 21-981, 21-982, 21-983, 21-984, 21-985, 21-986, 21-987, 21-988, 21-989, 21-990, 21-991, 21-992, 21-993, 21-994, 21-995, 21-996, 21-997, 21-998, 21-999, 22-000.

## **21-460. SURVEY OF EXCEPTIONAL CHILDREN**

*Credit, three hours.*

The intent of this course is to familiarize the student with the nature, etiology, characteristics, and needs of the exceptional child. The course is designed to meet basic certification requirements in those states that require a minimum of three hours of course in Special Education in order to be certified. It is equally relevant to Early Education, Elementary Education, Secondary Education, Therapeutic Recreation, Psychology and Nursing.

## **21-480. ART MATERIALS AND PROCEDURES**

*Credit, two hours.*

A lab type course concerned with the materials, methodology and sequence of sequence in art. Practical experience is provided in unit construction and creative teaching. This course is taken prior to or concurrently with student teaching. Prerequisite: 21-427.

## **21-490. COMPARATIVE AND INTERNATIONAL EDUCATION**

*Credit, three to six hours.*

The course will examine a variety of countries or societies (past and present) and the development or modernization of schools, educational programs, ideas and policies and their relationships with other aspects (social, political, economic and cultural) or the relationships of these societies. It is designed to enrich the education of students enrolled in the Division of Education and other academic divisions by providing opportunities to study how other people raise their children and how schools function in other societies.



## ENGLISH

Following are courses in English Composition:

### 10. FUNDAMENTALS OF GRAMMAR

*Three hours.*

A basic study and review of English mechanics and grammar, including basic sentence structure, sentence variety, recognition and avoidance of common grammatical errors, and graphics, designed to prepare the student to express himself, clearly, directly, and effectively.

### 11. WRITTEN ENGLISH

*Three hours.*

A study of the major types of expository writing; writing compositions developed by prescribed rhetorical modes. Prerequisite: satisfactory score on the English Placement Examination or the earning of a passing grade in English 100. Prerequisite to all other English courses.

### 12. WRITTEN ENGLISH

*Three hours.*

A continuation of 60-101, with an introduction to literary types; extensive practice in various types of expository and critical writing with emphasis on the research paper. Prerequisite: English 100. Prerequisite to all other English courses.

### 13. MODERN GRAMMAR

*Three hours.*

A study of both descriptive grammar and transformational grammar as a basis for critical analysis and effective speaking and writing. Prerequisites: 60-101 and 60-102.

### 14. ADVANCED COMPOSITION

*Three hours.*

A study of techniques and extensive practice in informative, persuasive, and contemplative writing. Prerequisites: 60-101 and 60-102.

### 15. CREATIVE WRITING

*Three hours.*

A applied study of basic stylistic and structural techniques characteristic of various forms of creative writing, analyzed in selected models, with particular emphasis given to a guided, constructive criticism of student writing submitted for class discussion. Consent of the instructor necessary for admission. Prerequisites: 60-101 and 60-102; 60-332 for non-liberal arts majors.

### 16. HISTORY OF THE ENGLISH LANGUAGE

*Three hours.*

A study of modern English and its heritage, with emphasis on American English. Prerequisites: 60-101, 60-102 and 61-210 or 61-211.

### 17. SEMINAR IN GRAMMAR

*One hour.*

The student marks for correction freshman exercises and compositions under the supervision of a member of the English staff. Prerequisite: junior or senior rank, successful completion of 60-101 and 60-332 and permission of instructor.

### 18. SEMINAR IN GRAMMAR

*One hour.*

The student marks for correction freshman compositions under the supervision of a member of the English staff. Prerequisite: junior or senior rank, successful completion of 60-331 and 60-332 and permission of instructor.

### 19. SEMINAR IN GRAMMAR

*One hour.*

The student marks for correction freshman compositions under the supervision of a member of the English staff. Prerequisite: junior or senior rank, successful completion of 60-331 and 60-332 and permission of instructor.



## LITERATURE

The following are courses in Literature:

### 61-202. BACKGROUNDS OF LITERATURE

*Credit, three hours.*

A study of all forms of children's literature, with emphasis on laying foundations for literary enjoyment of literature, giving instruction and practice in story-telling, and establishing criteria and resources for book selection. Only candidates for the degree of Bachelor of Arts in Elementary Education and students with a minor or teaching field in Library Science may enroll in this course. Students in Secondary Education may, with the permission of the division chair, take this course as an elective. Prerequisites: 60-101 and 60-102.

### 61-204. SURVEY OF AMERICAN LITERATURE

*Credit, three hours.*

A critical study of representative writers and works from the Colonial Period to the present, with particular emphasis on the relationship of American literature to specific authors and works in World Literature. Prerequisites: 60-101 and 60-102.

### 61-210. SURVEY OF ENGLISH LITERATURE

*Credit, three hours.*

A survey of major works of poetry and prose of the British literary tradition (Module A: *Beowulf*, Chaucer, *Sir Gawain and the Green Knight*; Module B: Milton, Dryden, Swift, Johnson; Module C: Carlyle, Tennyson, Browning, Arnold, Hardy, Hopkins, Conrad). The relationship of English Literature to specific authors and works in World Literature is emphasized. Prerequisites: 60-101 and 60-102.

### 61-211. SURVEY OF ENGLISH LITERATURE

*Credit, three hours.*

A survey of major works of poetry and prose of the British literary tradition (Module A: Spenser, Shakespeare, Donne, Jonson; Module B: Blake, Wordsworth, Coleridge, Byron, Shelley, Keats; Module C: Yeats, Joyce, Lawrence, Eliot, Beckett, Auden). The relationship of English literature to specific authors and works in World Literature is emphasized. Prerequisites: 60-101 and 60-102.

### 61-300. MYTHOLOGY

*Credit, three hours.*

Emphasis will be on Greek, Roman and Norse mythology and their influence on English and American writers. Various examples of Greek and Roman literature will be read in translation. Prerequisites: 60-101 and 60-102.

### 61-301. SHORT STORY

*Credit, three hours.*

A careful reading and discussion of selected short stories with the dual purpose of developing the student's critical appreciation and acquainting him with the nature and development of the short story form. Prerequisites: 60-101 and 60-102.

### 61-302. CONTEMPORARY AMERICAN LITERATURE

*Credit, three hours.*

A study of American fiction and poetry from the Second World War to the present. Fiction selections range from Salinger to Vonnegut; poetry selections range from Roethke to Neruda. Black authors and song lyrics are included. Prerequisites: 60-101, 60-102 and 61-204.

### 61-303. SHAKESPEARE

*Credit, three hours.*

A study of selected plays and the sonnets. Minor emphasis on Shakespeare's biography and Elizabethan background. Prerequisites: 60-101, 60-102, and 61-210 or 61-211.

### 61-304. EARLY DRAMATIC LITERATURE

*Credit, three hours.*

A study of representative drama from Aeschylus to Ibsen. Prerequisites: 60-101 and 60-102.

### 61-305. MODERN DRAMATIC LITERATURE

*Credit, three hours.*

A study of the drama from Ibsen to the present day. Representative plays from England, Britain, and America will be read and critically interpreted. The cultural and intellectual background of modern American theatre will be studied. Prerequisites: 60-101 and 60-102.

**30. LITERATURE OF THE ENGLISH RENAISSANCE***3 credits, three hours.*

The prose and poetry of the sixteenth and earlier seventeenth centuries, excluding the Restoration and Milton. Prerequisites: 60-101, 60-102 and 61-210 or 61-211.

**30. ADOLESCENT LITERATURE***3 credits, three hours.*

A study of adolescent literature including mythology, poetry, fiction, and drama, laying the foundations for a life-long enjoyment of literature, giving instruction and practice in the reading and interpretation of literature, and establishing criteria and resources for book selection.

**30. BIBLE AS LITERATURE***3 credits, three hours.*

A study of the various types of literature found in the Bible. Prerequisites: 60-101 and 60-102.

**30. POETRY***3 credits, three hours.*

Through a detailed study of selected English and American poems, this course intends to increase the student's awareness of the range, depth and variety of poetry and to involve him in a serious consideration of the many aspects of the poetic experience: metrics, structure, imagery, metaphor, tone and meaning. Prerequisites: 60-101, 60-102, and 61-210 or 61-211 or 61-204.

**31. AMERICAN LITERATURE.***3 credits, three hours.*

A in depth study of major American writers of the nineteenth and twentieth centuries with particular emphasis on the artistic achievements of each figure. Some attention is also given to the development of characteristically American philosophical and social concepts as these are reflected in the works being discussed. Prerequisites: 60-101, 60-102 and 61-204.

**31. AMERICAN ETHNIC LITERATURE***3 credits, three hours.*

A study of the literature of various American ethnic groups, with emphasis on Indian (native American) and Afro-American literature, but with considerable attention given to the writings of other groups. Literary concerns are stressed, but the course is also designed to reveal unique aspects of the universal human and social dimensions in the various ethnic experiences.

**31.3 WORLD LITERATURE***3 credits, three hours.*

Sections from masterpieces of Continental literature in translation, with special emphasis on classical, Medieval, and Renaissance elements in the development of western literature and thought. Prerequisites: 60-101 and 60-102.

**31.4 WORLD LITERATURE***3 credits, three hours.*

Sections from masterpieces of Continental literature in translation, with special emphasis on Neoclassical, Romantic, and Realistic elements in the development of European and American literature of the 17th, 18th, and 19th centuries. Prerequisites: 60-101 and 60-102.

**31.5 THE ENGLISH NOVEL***3 credits, three hours.*

The course traces the development of the English novel through the works of major novelists of the eighteenth and nineteenth centuries. Prerequisites: 60-101, 60-102 and 61-210 or 61-211.

**31.6 VICTORIAN LITERATURE***3 credits, three hours.*

A study of representative selections from the major poets and prose writers of the period. The thought content and literary form of the selections are emphasized. Attention is given to their reflection of the chief cultural and intellectual currents of the political and social history of the period. Prerequisites: 60-101, 60-102, and 61-210 or 61-211.

### **61-317. ROMANTIC LITERATURE**

*Credit, three hours.*

A study of the major writers of English Romanticism, with primary emphasis on the themselves, but with some attention to the historical and intellectual backgrounds. Prerequisites: 60-101, 60-102 and 61-210 or 61-211.

### **61-321. EIGHTEENTH CENTURY ENGLISH LITERATURE**

*Credit, three hours.*

A study of selections from the principal writers of the period, including Dryden, Pope, Jonson, Boswell, and Gray. Some attention is given to biography and historical background. Prerequisites: 60-101, 60-102, and 61-210 or 61-211.

### **61-360. AMERICAN FICTION**

*Credit, three hours.*

Primarily a study of the American novel to the First World War, although key shorter works may also be included. The fiction of major nineteenth and early twentieth-century writers is discussed in its artistic, intellectual, and social significance. Prerequisites: 60-101, 60-102, and 61-204.

### **61-361. AMERICAN POETRY**

*Credit, three hours.*

A critical and historical study of the works of major American poets, from the Puritan era to the modern era, with attention given to significant lesser-known poets and to ethnic poets. Prerequisites: 60-101, 60-102, and 61-204.

### **61-405. SEMINAR IN LITERATURE**

*Credit, three hours.*

A seminar course focusing on a literary genre, movement, period, or figure chosen by the Division Chairman and the instructor involved. The student is expected to attend all meetings of the seminar, participate in open discussions, and present a series of short written or oral reports related to the topic chosen for study. In addition, the student is expected to submit a major documented paper which individually investigates some aspect of the subject matter of the course as a whole. In addition to 61-405, a student may also take 61-406 and/or 61-407 and receive three hours credit for each course in which he enrolls. No one of this group of courses is a prerequisite for the other two, but permission of the instructor is necessary for admission. Prerequisites: 60-101 and 60-102.

### **61-406. SEMINAR IN LITERATURE.**

*Credit, three hours.*

A seminar course with the same format and requirements as 61-405 but focusing on a different literary genre, movement, period, or figure chosen by the Division Chairman and the instructor involved. In addition to 61-406, a student may also take 61-405 and/or 61-407 and receive three hours credit for each course in which he enrolls. No one of this group of courses is a prerequisite for the other two, but permission of the instructor is necessary for admission. Prerequisites: 60-101 and 60-102.

### **61-407. SEMINAR IN LITERATURE**

*Credit, three hours.*

A seminar course with the same format and requirements as 61-405 but focusing on a different literary genre, movement, period, or figure chosen by the Division Chairman and the instructor involved. In addition to 61-407, a student may also take 61-405 and/or 61-406 and receive three hours credit for each course in which he enrolls. No one of this group of courses is a prerequisite for the other two, but permission of the instructor is necessary for admission. Prerequisites: 60-101 and 60-102.

### **61-416. GREAT BOOKS**

*Credit, three hours.*

An in depth study, in translation, of Continental classics which have exerted the greatest influence on the development of the history of ideas in the western world from the classical period through the Renaissance. All works are read in their entirety. Prerequisites: 60-101 and 60-102.



**47. GREAT BOOKS**

*ed. three hours.*

In depth study in translation of Continental classics which have exerted the greatest influence on the development of the history of ideas in the western world from the Neoclassical period to the modern era. Prerequisites: 60-101 and 60-102.

**48. THE MODERN NOVEL**

*ed. three hours.*

Study of representative American, British, and European novelists of the 20th century, designed to acquaint the students with the themes, techniques, and artistic problems of the modern novel, and the relationship of the latter to the basic issues and concerns of modern man. Prerequisites: 60-101 and 60-102.

**49. ELIZABETHAN DRAMA**

*ed. three hours.*

This course involves study of the predecessors and contemporaries of Shakespeare, and the evolution of the different genres of Elizabethan drama. It is designed as a companion course to Shakespeare 61-303. Prerequisites: 60-101, 60-102, and 61-210 or 61-211.

**50. CHAUCER**

*ed. three hours.*

Study of Chaucer's language and art as they are revealed in his works, primarily in *Troilus and Criseyde* and *The Canterbury Tales*. Prerequisites: 60-101, 60-102, and 61-210 or 61-211.

**51. MILTON**

*ed. three hours.*

Study of selections from Stuart and Commonwealth verse, Donne, and Milton, viewed in their literary and historical background. Chief emphasis is on Milton's lyric and epic poems. Prerequisites: 60-101, 60-102, and 61-210 or 61-211.

**52. LITERARY CRITICISM**

*ed. three hours.*

Historical survey and an applied study of significant principles and trends in literary criticism from the classical period to the twentieth century, with primary emphasis on the major literary critics and their principles which have been the most influential on the development of western literature from the Renaissance to the modern period. Permission of the instructor necessary for admission. Prerequisites: 60-101 and 60-102.

**53. INDEPENDENT STUDY IN ENGLISH**

*ed. one to three hours.*

See Independent Study Program. Prerequisite: Six hours of advanced work in English.



## **FIRE SERVICE AND SAFETY TECHNOLOGY**

### **88-101. INTRODUCTION TO FIRE SERVICE**

*Credit, three hours.*

A basic survey of fire service and fire protection; fire loss analysis; and specific fire protection functions including fire school exercises.

### **88-102. FIRE PREVENTION**

*Credit, three hours.*

Organization and function of fire prevention; inspections, surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcement of a fire hazard; public relations as affected by fire prevention.

### **88-113. GENERAL PHYSICAL SCIENCE (FIRE SERVICE AND SAFETY TECHNOLOGY)**

*Credit, three hours.*

A fundamental survey of physics and chemistry with special emphasis on practical applications in fire prevention, fire hazards, and fire suppression.

### **88-201. STRUCTURAL DESIGN AND BUILDING CODES**

*Credit, three hours.*

Fundamentals of building construction as it relates to fire protection. Classification by occupancy and types of construction with emphasis on fire protection features including building, equipment, facilities, fire resistive materials and high rise considerations; study of building codes applicable to fire prevention and principles and practices used in various types of building materials.

### **88-202. FLAMMABLE AND EXPLOSIVE MATERIALS.**

*Credit, three hours.*

An introduction to the properties of flammable and explosive materials and the special treatment they must be given in storage, in use and in emergency situations.

### **88-203. EMERGENCY AND RESCUE OPERATIONS**

*Credit, three hours.*

Survey of operational procedures, personnel requirements and specialized equipment related to emergency and rescue operation. Legal aspects of problem situations. Management of public in emergencies.

### **88-212. TOXIC, CORROSIVE, AND RADIOACTIVE MATERIALS**

*Credit, three hours.*

An introduction to the properties of toxic, corrosive, and radioactive materials and the special treatment they must be given in storage, in use and in emergency situations.

### **88-250. EMT**

*Credit, four hours.*

A course in emergency care and transportation of the sick and injured. Instruction in a program of study prepared by the American Academy of Orthopedic Surgeons and placed on students to become emergency medical technicians certified by the State of West Virginia.

### **88-261. INTRODUCTION TO PARAMEDICAL PRACTICE**

*Credit, three hours.*

Introduction to the role and responsibility of the Mobile Intensive Care Paramedic. Review of human systems acquired in the E.M.T. course is reviewed and expanded with emphasis placed on patient assessment. (Includes information outlined in the U.S. Dept. of Transportation's "Curriculum for Emergency Medical Technician-Paramedic, Modules I & II.") Course includes clinical practicum. Prerequisite: E.M.T. certification, one year's experience in the delivery of emergency medical care, American Heart Association certification as an Instructor in Cardiac Life Support, consent of Coordinator of E.M.S. Education.

## **8-22. INTRODUCTION TO FLUID AND DRUG THERAPY IN PREHOSPITAL EMERGENCY CARE**

*Prerequisite: four hours.*

Basic concepts of fluid and electrolyte balance and human physiology are explored in relationship to therapeutic fluid and drug modalities utilized in the delivery of prehospital emergency care. Emphasis is placed on safe usage of fluid and drug therapies. (U.S. D.O.T. Curriculum, Modules III & IV.) Course includes clinical practicum. Corequisite: 88-261.

## **8-23. PREHOSPITAL MANAGEMENT OF RESPIRATORY EMERGENCIES**

*Prerequisite: three hours.*

An overview of respiratory anatomy and physiology, and the pathophysiology and management techniques of conditions resulting in respiratory distress. (U.S. D.O.T. Curriculum, Module V.) Course includes clinical practicum. Corequisite: 88-261, 88-262.

## **8-24. PREHOSPITAL MANAGEMENT OF CARDIOVASCULAR EMERGENCIES**

*Prerequisite: five hours.*

An overview of cardiovascular anatomy and physiology, and the pathophysiology and management techniques of conditions resulting in cardiovascular embarrassment. (U.S. D.O.T. Curriculum, Modules VI & XV.) Course includes clinical practicum. Corequisite: 88-261, 88-262.

## **8-25. PREHOSPITAL MANAGEMENT OF NEUROLOGICAL, SOFT-TISSUE, AND MUSCULO-SKELETAL EMERGENCIES**

*Prerequisite: four hours.*

An overview of neurological and musculo-skeletal anatomy and physiology, and the pathophysiology and management techniques of frequently encountered emergencies involving these systems. The management of soft-tissue injuries is also discussed. (U.S. D.O.T. Curriculum, Modules VII, VIII, & IX.) Course includes clinical practicum. Prerequisites: All lower numbered paramedic courses and consent of Coordinator of E.M.S. Education.

## **8-26. PREHOSPITAL MANAGEMENT OF MEDICAL AND BEHAVIORAL EMERGENCIES**

*Prerequisite: four hours.*

A variety of medical and behavioral emergency conditions are explored in conjunction with advanced therapeutic techniques respectively appropriate for prehospital intervention. (U.S. D.O.T. Curriculum, Modules X & XIII.) Course includes clinical practicum. Prerequisites: 88-261, 88-262, 88-263, 88-264, and consent of Coordinator of E.M.S. Education.

## **8-27. PREHOSPITAL MANAGEMENT OF OB-GYN AND PEDIATRIC EMERGENCIES**

*Prerequisite: three hours.*

An overview of advanced intervention techniques useful in dealing with the special emergency care needs of Ob-Gyn and Pediatric patients. (U.S. D.O.T.) Curriculum, Modules XI & XII. Course includes clinical practicum. Prerequisites: 88-261, 88-262, 88-263, 88-264, and consent of Coordinator of E.M.S. Education.

## **8-28. SURVEY OF RESCUE TECHNIQUES FOR PARAMEDICS**

*Prerequisite: four hours.*

An overview of basic rescue skills frequently required of the practicing paramedic. Emphasis is placed on the acquisition of technical skills needed to effect safe rescues from hazardous environments, both natural and man-made. (U.S. D.O.T. Curriculum, Module XIV.) Course includes laboratory practicum. Prerequisite: Consent of Coordinator of E.M.S. Education.

## **8-29. FIRE COMPANY ADMINISTRATION**

*Prerequisite: three hours.*

An exploration of organization principles with emphasis on fire department organization; a study of the history, types, methods and principles of fire department organization, both formal and informal, line and staff. Emphasis on supervisory responsibilities and functions.



## **88-302. TACTICS AND STRATEGY OF FIRE SUPPRESSION**

*Credit, three hours.*

Concepts involved in fire suppression including fire behavior, principles of fire fighting applied to small and large scale fires, problems involving the use of tactics, strategy and employment of equipment and manpower.

## **88-303. FIRE INVESTIGATION**

*Credit, three hours.*

An introduction to the methods by which the causes of fires may be determined. Analysis of fire debris with the determination of origin of the fire as the objective and the collection, preservation and presentation of evidence will be stressed. Special emphasis will be placed on arson detection.

## **88-304. FIRE-FIGHTING WATER CONTROL**

*Credit, three hours.*

A study of water handling facilities utilizing practical examples of water flow capacity, pump operations and hose streams. Applied hydraulics.

## **88-311. THE INDUSTRIAL FIRE BRIGADE**

*Credit, three hours.*

An introduction to the organizing, equipping and training of fire suppression teams in institutions and factories, etc. Maintaining and improving the efficiency of such teams and coordination of their assignments with the efforts of fire companies will be emphasized.

## **88-312. OSHA I**

*Credit, three hours.*

A survey of the regulations arising from the Occupational Safety and Health Act.

## **88-313. AUTOMATED PROTECTION SYSTEMS**

*Credit, three hours.*

A survey of all types of structurally built-in detection and fire suppression systems including electrical, electronic and sprinkler systems, among others.

## **88-350. PRACTICUM I**

*Credit, one hour.*

An individualized set of field experiences. The students engage in on-the-site activities of a practical nature. Activities are under the supervision of trained personnel and include such activities as building code inspection, emergency dispatcher observation, fire service demonstrations, etc.

## **88-351. PRACTICUM II**

*Credit, one hour.*

Additional field activity.

## **88-390. SPECIAL TOPICS**

*Credit, one to four hours.*

Devoted to topics of special concern because of current problems, special interests or individual interests and abilities. May be repeated for additional credits.

## **FRENCH**

### **64-101. ELEMENTARY FRENCH**

*Credit, three hours.*

The study of the fundamentals of the French Language, with stress on pattern exercises, questions and answers, readings and retellings of stories and French dialogue; also stress on pronunciation during classes, and listening during required laboratory hours to French recordings.

### **64-102. ELEMENTARY FRENCH**

*Credit, three hours.*

A continuation of 64-101. Independent story telling in French, also extensive study of regular and irregular verbs, idioms and reading in French prose. Prerequisite: 64-101.

**23. INTERMEDIATE FRENCH***edit three hours.*

Review of French grammar, verbs and idioms; stress on pattern exercises in French; dictation and retelling of simple French stories. Prerequisites: 64-101 and 64-102.

**24. INTERMEDIATE FRENCH***edit three hours.*

Continuation of 64-203. Grammar reviews and pattern exercises supplemented with discussions, readings and conversations in French. Prerequisites: 64-101, 64-102, and 64-203.

**30. SURVEY OF FRENCH LITERATURE***edit three hours.*

The chief periods, authors and works of French literature from the Serments de Strasbourg to 1789. Prerequisites: 64-101 and 64-102 and consent of instructor.

**30. SURVEY OF FRENCH LITERATURE***edit three hours.*

Continuation of 64-303 with a stress on the major writers and literary movements from the present day. Prerequisites: 64-101 and 64-102 and consent of instructor.

**40. ADVANCED GRAMMAR AND COMPOSITION***edit three hours.*

An analytical study of the essential modern French forms of expression. Much emphasis on French syntax and its usage. The techniques of the best French writers are examined. Any themes on various topics have to be written. Prerequisites: 64-101, 64-102, 64-203 and 64-204.

**40. APPLIED LINGUISTICS IN ORAL FRENCH***edit three hours.*

The pronunciation of French vowels, diphthongs, consonants, words and word groups. Selections of prose and poetry are read to perfect articulation and intonation. Prerequisites: 64-101, 64-102, 64-203 and 64-204.

**40. ADVANCED FRENCH CONVERSATION***edit three hours.*

Organized practice in oral French. Intensive study of idiomatic expressions. Oral reports on everyday topics and on selected readings. Laboratory work. Prerequisites: 64-101, 64-102, 64-203 and 64-204.

**40. FRENCH CIVILIZATION AND CULTURE***edit three hours.*

The formation of the French nationality. The geography, architecture, literature, music, science, education and political administration of France. Prerequisites: 64-101 and 64-102.

**41. INDEPENDENT STUDY IN FRENCH***edit one to three hours.***GENERAL SCIENCE****-10. GENERAL PHYSICAL SCIENCE***edit four hours.*

A survey course designed to explore the major physical phenomena in the natural sciences, encompassing a study of motion, energy, electromagnetism, waves (light and sound) and atomic and nuclear physics. The course will meet in three one-hour and one two-hour sessions.

**-10. GENERAL PHYSICAL SCIENCE***edit four hours.*

A survey course in physical science encompassing astronomy, meteorology and geology. The principles and applications presented are characteristic of introductory courses in those areas. Scientific approaches to problem solving and the interdependency of the areas of science are emphasized. Three single periods and one double period per week.

## **84-105. SCIENCE OF SOUND AND HI-FIDELITY**

*Credit, three hours.*

Even the most elementary of hi-fidelity systems requires a knowledge and synthesis of physical concepts from the areas of mechanics, heat, electricity, magnetism, waves, and acoustics. Properties of sound waves as they relate to characteristics of music are studied extensively with an emphasis on demonstrations. A primary objective is to familiarize the student with the technical specifications of hi-fi equipment and to determine how the related specifications affect the fidelity of a sound reproduction system.

## **84-106. SCIENCE OF SOUND AND HI-FIDELITY LAB**

*Credit, one hour.*

A two-hour per week laboratory course. Among the laboratory experiments included are those involving the observation and measurement of the properties of loudspeakers and power transistors. Prerequisite: Permission of instructor if not taking 84-105 concurrently.

## **84-108. DEVELOPMENT OF SCIENCE**

*Credit, one hour.*

This course is designed to provide the students who have chosen the natural sciences as a field of study an opportunity to develop a more complete and accurate understanding and appreciation of science in terms of its underlying philosophy and the manner in which science has developed. Prerequisite: Open only to majors, minors, and students pursuing degrees in the fields in one or more of the natural sciences.

## **84-109. PROCESS OF SCIENCE**

*Credit, one hour.*

This is a course in which students will be engaged in the study and evaluation of the scientific activities of others, thereby leading them to a more complete and accurate understanding of the scientific method and its implications. Prerequisite: 84-108.

## **84-209. PRACTICUM IN GENERAL SCIENCE TEACHING**

*Credit, one hour.*

Practicum in General Science Teaching is a one semester practical experience in teaching science required of each student majoring in secondary education with a teaching field in general science. For two hours each week during one semester of the sophomore year students will be engaged in activities in an appropriate public school setting.

## **84-213. AERODYNAMICS AND SYSTEMS**

*Credit, three hours.*

Principles of flight, aircraft controls, stability, weight and balance, hydraulics, propulsion, airframes, engines, auxiliary and instrument systems.

## **84-300. HISTORY OF SCIENCE**

*Credit, three hours.*

A general survey of the progress of science from earliest times to the present. Major scientific discoveries and theories are considered in their historical perspective.

## **84-301. GEOLOGY**

*Credit, three hours.*

A study of the composition, structure and history of our planet as revealed by evidence obtained from observations. Rock types, minerals, relief, the processes of change, fossils and the conditions and organisms prevalent during the geologic time divisions are emphasized. Prerequisites: None.

## **84-302. GENERAL ASTRONOMY**

*Credit, three hours.*

A descriptive course dealing with the physical nature of the stars, sun and planets as seen by the modern astronomer.

## **84-303. METEOROLOGY**

*Credit, three hours.*

A course dealing with the composition and structure of the atmosphere, the energy which drives it, and the physical processes involved in weather phenomena. The gathering and analysis of pertinent data are emphasized.



### 34. ENVIRONMENTAL CONSERVATION

*ed. three hours.*

An introduction to basic ecological concepts and their application to current problems of use of natural resources. Consideration of historical development of the conservation movement as a foundation for understanding current social and environmental dilemmas.

### 35. INTRODUCTION TO OCEANOGRAPHY

*ed. three hours.*

A survey of oceanography at an introductory level, involving the properties of sea water and movement; the chemistry, physics, and biology of the ocean; bathymetric features and marine geology; and oceanographic instruments and methods of collecting data.

### 36. SPECIAL STUDIES IN GENERAL SCIENCE

*ed. one to three hours.*

The study of special topics in general science of special interest to students and faculty, including those topics which may be the subjects of selected television series or other media presentations.

### 37. NATURAL SCIENCE INTERPRETATION

*ed. three hours.*

A study of the general principles of science interpretation for the lay public. Individual participation of programs in various formats, e.g. nature walk, fire-side talk, museum presentation expected. Extensive use is made of interpretive centers in the region. Prerequisite: 79-201.

## GENERAL STUDIES PHYSICAL EDUCATION

### 10-193. GENERAL STUDIES PHYSICAL EDUCATION

*ed. one-half hour or as listed.*

The purpose of these experiences is to give all students a positive and meaningful experience through active participation, thus contributing to the development of an active and healthy student. Students will register for two different activities each semester. Classes are co-educational.

10 Swimming I (non-swimmers)	49-173 Badminton
10 Swimming II (for swimmers)	49-174 Introduction to Handball
10 Fitness Swimming	49-175 Weight Training
11 Adapted Physical Education I (1 cr.)	49-177 Self-Defense
12 Adapted Physical Education II (1 cr.)	49-178 Folk Dance
15 Beginning Tennis	49-179 Square Dance
15 Golf	49-180 Beginning Fencing
15 Casting-Angling	49-181 Basic Tumbling
15 Small Water Craft	49-182 Backpacking
15 Beginning Archery	49-183 Cycling
15 Jogging	49-184 Aerobic Movement
15 Basic Gymnastics	49-185 Introduction to Racquetball
15 Field Hockey	49-186 Basic Modern Dance
15 Softball	49-187 Synchronized Swimming
16 Intermediate Tennis	49-188 Adv. Synchronized Swimming
16 Intermediate Archery &	49-189 Intermediate Fencing
30 Hunting	49-190 Snow Skiing I
16 Camping	49-191 Horseback Riding
16 Bicycle Camping	49-192 Snow Skiing II
17 Bowling	49-193 Snow Skiing III
17 Volleyball	
172 Paddle Tennis	

## **GEOGRAPHY**

### **74-101. PRINCIPLES OF WORLD GEOGRAPHY**

*Credit, three hours.*

This fundamental course concentrates upon the study of man in the different physical environments on earth. The rich diversity of human culture is outlined and emphasized.

### **74-201. PHYSICAL GEOGRAPHY**

*Credit, three hours.*

This course focuses upon the earth's place in the solar system; continental drift; global energy-flow patterns; the causes and characteristics of climate, including atmospheric pressure, air and water circulation, air masses and storms; landforms; biogeography; and climatic-biotic soil-forming processes.

### **74-301. WORLD ECONOMIC GEOGRAPHY**

*Credit, three hours.*

The study of world economic geography involves the systems of livelihood of the industrial nations and of the Third World peasant economics. Forsaking the traditional commercial approach, this course employs the life-systems method. The geographical aspects of food and population dynamics and of economic systems are investigated.

### **74-400. GEOGRAPHY OF LATIN AMERICA**

*Credit, three hours.*

This course focuses upon pre-colonial Latin America, the colonial impact, and modern Latin America, with its multitude of cultures, environments, and civilizations. The geographical aspects of current social, economic, and ecological problems will be viewed.

### **74-401. GEOGRAPHY OF EUROPE**

*Credit, three hours.*

The student will explore the continent of Europe and its people, with emphasis upon the rich ethnic diversity of European people and their environment. The effect of environmental changes since the Pleistocene Age upon human patterns of livelihood is examined. Field studies and informal reports will familiarize students with local regions and with topical and individual interest.

### **74-402. GEOGRAPHY OF ANGLO-AMERICA**

*Credit, three hours.*

A conventional approach to the study of the cultural and physiographic provinces of Canada and the United States will be employed. Special topics involved will include agglomeration, development of Megalopolis and matters of inter-regional circulation and interaction.

### **74-403. GEOGRAPHY OF THE UNION OF SOVIET SOCIALIST REPUBLICS**

*Credit, three hours.*

The student will study the diverse Russian people and their state-planned economy in a geographical context. Concentration will be upon the Economic Planning Regions, agriculture, industry, and transportation development.

### **74-406. GEOGRAPHY OF ASIA AND AFRICA**

*Credit, three hours.*

This is a course about environments and cultures of Asia and Africa. The size and scope of the area decrees that a non-comprehensive approach be taken. Local areas and cultural interest of the student and professional interest will be examined in depth.

## GERMAN

### 100. ELEMENTARY GERMAN

*Three hours.*

The study of fundamentals of the German Language, with stress on pattern exercises, questions and answers, readings and retellings of stories and German dialogue; also stress in pronunciation during classes and listening during required laboratory hours to records in German.

### 200. ELEMENTARY GERMAN

*Three hours.*

A continuation of 65-101. Independent story telling in German, also extensive study of regular and irregular verbs, idioms, and readings in German prose. Prerequisite: 65-101.

### 300. INTERMEDIATE GERMAN

*Three hours.*

Review of German grammar, verbs and idioms, stress on pattern exercises in German, and retelling of simple German stories. Prerequisites: 65-101 and 65-102.

### 400. INTERMEDIATE GERMAN

*Three hours.*

A continuation of 65-203. Grammar review and pattern exercises supplemented with translations and readings in German. Prerequisites: 65-101, 65-102, and 65-203.

### 500. INDEPENDENT STUDY IN GERMAN

*One to three hours.*

## HEALTH EDUCATION

### 100. PERSONAL AND COMMUNITY HEALTH

*Three hours.*

The purpose of this course is to improve the quality of living by providing opportunities for students to acquire scientific knowledge, favorable attitudes, and desirable habits of personal and community health.

### 200. FOUNDATIONS OF HEALTH AND PHYSICAL EDUCATION

*Three hours.*

The purpose of this course is to enable students to gain an overview of the Physical Education profession. Philosophy, history, and professional backgrounds will be presented, as well as psychological, sociological, and scientific principles of sport and physical activity.

### 300. SCHOOL HEALTH PROBLEMS

*Three hours.*

The purpose of this course is to establish the base of understanding which is requisite to study of problems of curriculum planning and organization, methodology, and the selection and use of materials of health education in the classroom. One of the major course objectives is to enable students to be cognizant of health problems in the home, community, and school. Prerequisite: 41-103 and at least junior class standing.

### 400. ADMINISTRATION OF HEALTH AND PHYSICAL EDUCATION

*Three hours.*

The purpose of this course is to enable personnel in health, physical education and related fields to understand and to interpret the philosophy, principles, problems, policies and procedures essential to the development of desirable programs in those fields. Consent of instructor.

### 500. CURRENT TRENDS IN HEALTH AND SAFETY EDUCATION

*Three hours.*

A study of current issues in health and safety. Organizational, administrative and supervisory problems of safety education as they relate to the total school and other specialized programs. Historical and philosophical aspects, evaluation, related professional organization and opportunities. Prerequisite: 47-216.

### 600. INDEPENDENT STUDY IN HEALTH EDUCATION

*One to three hours.*

This course is designed primarily for seniors with averages of 3.0 or above who are seeking an opportunity for the investigation of professional problems. This study is particularly recommended for those students who plan to do graduate study in health education or its related fields. Consent of the Division Chairman is required for enrollment in this course.





## **HISTORY**

### **71-101. HISTORY OF CIVILIZATION: ANCIENT WORLD THROUGH MEDIEVAL PERIOD**

*Credit, three hours.*

A survey of ancient and medieval civilizations beginning with prehistoric man, continuing with a study of the ancient Near East, classical Greece, the Roman Republic and Empire, and the Middle Ages with some attention to concurrent developments in the non-Western world. Emphasis is placed on their basic similarities and differences in government, religion, economics, social, cultural and intellectual (including philosophical) developments.

### **71-102. HISTORY OF CIVILIZATION: RENAISSANCE AND REFORMATION THROUGH FRENCH REVOLUTION.**

*Credit, three hours.*

A survey of the Early Modern period and the Enlightenment, including the English Despotism, that culminates in the French Revolution. Emphasis is given to the major changes in government, economics, art, learning, literature, intellectual movements, science, and discovery.

### **71-103. HISTORY OF CIVILIZATION: FRENCH REVOLUTION AND THE CONGRESS OF VIENNA TO THE PRESENT**

*Credit, three hours.*

A survey of the French Revolution and its aftermath, of liberalism, nationalism, industrialization, materialism, and imperialism. The student will investigate twentieth century international organizations, and the Third World.

### **71-201. HISTORY OF THE UNITED STATES TO 1865.**

*Credit, three hours.*

This survey course examines the basic political, economic, and social forces in the formation and development of the American Nation from the colonial period through the Civil War.

### **71-202. HISTORY OF THE UNITED STATES, 1865 TO PRESENT**

*Credit, three hours.*

This course surveys the basic political, economic, and social forces in the development of the American republic from sectional conflict to a major international role. Moving from Reconstruction to the recent decade, it covers the evolution of the nation from an agrarian to an industrial society.

**30. HISTORIC PRESERVATION AND INTERPRETATION***3 credits, three hours.*

This course will familiarize the student with the historic preservation policies and processes of local, state and national governments and of the outstanding private efforts in the field. Study of the general principles and methods of interpretation of historic phenomena to the general public will be involved. Extensive out-of-classroom use will be made of the historical resources in the local area for interpretive practice and preservation examples. Prerequisite: HIST 202 or consent.

**30. AMERICAN COLONIAL HISTORY AND REVOLUTIONARY EXPERIENCE***3 credits, three hours.*

This course will examine the motivations and background of European exploration and settlement; the political, social and intellectual development of the English colonies in America; the imperial role and reaction; the ideological and legal basis of revolution; and the American Revolution and its result.

**30. THE EARLY REPUBLIC, 1781-1850***3 credits, three hours.*

The emphasis will be on the growth and development of the American Republic in the Confederation period, the early national era, the so-called era of good feelings, and the Jacksonian era.

**30. THE AMERICAN CIVIL WAR AND RECONSTRUCTION***3 credits, three hours.*

A study of the events leading up to the Civil War, the war itself, and the immediate aftermath. The emphasis in the course is placed on the period between 1860 and 1865. Prerequisite: HIST 201 or its equivalent.

**30. HISTORY OF THE LOWER SHENANDOAH VALLEY***3 credits, three hours.*

This course seeks to capitalize upon Shepherd's location in a rich historical section. The Shenandoah Valley is also included. A study of local and regional history from the early settlements to the present. Field trips are made to nearby historical places.

**30. WEST VIRGINIA AND THE APPALACHIAN REGION***3 credits, three hours.*

With emphasis upon the development of western Virginia and the State of West Virginia, this course will examine the general geographical, political, and economic aspects of the western and Appalachian region. The impact upon the Mountain State of the patterns of settlement, the heritage of sectional conflict, the statehood movement, legal and political developments concerning the assimilation of the area into the national economy, and national events will be considered. The student will view the current problems of the area and contemporary Appalachian society.

**31. THE GILDED AGE AND PROGRESSIVE ERA***3 credits, three hours.*

This course will encompass the domestic development of modern America from the end of Reconstruction through the New Freedom program of Woodrow Wilson.

**31. ECONOMIC HISTORY OF THE UNITED STATES***3 credits, three hours.*

Economic growth and development of the United States.

**31. RECENT UNITED STATES HISTORY***3 credits, three hours.*

The United States involvement and homefront in World War I, the return to normalcy, the Progressive Era, depression, the New Deal, the World War II participation, the Truman years, the Eisenhower Administration, the New Frontier and Great Society, and Nixon Administrations will be examined.

### **71-315. AMERICAN SOCIAL HISTORY TO 1877.**

*Credit, three hours.*

This course traces the colonial and ante-bellum development of the American way of life by comparing the stereotypes of the Yankee, the Frontiersman, and the Southerner, and by studying the artifacts and popular literature that reflect the technology, customs, mores, health, popular styles, architectural trends and social concerns of the predominant rural and agricultural United States of the period.

### **71-316. AMERICAN SOCIAL HISTORY FROM 1877 TO PRESENT**

*Credit, three hours.*

This course surveys the impact on American life of industrialism, urbanism and rapid technological change. The focus will be upon the changing nature of everyday life and culture, conflicts between rural and urban values and social tensions arising from economic and regional differences.

### **71-331. ANCIENT CIVILIZATION.**

*Credit, three hours.*

The process by which civilizations develop and the application of this process to the early civilizations of the Mediterranean with special emphasis on the Hebrew and the early civilizations of Greece and Rome. Prerequisite: 71-101 or its equivalent.

### **71-332. MEDIEVAL HISTORY**

*Credit, three hours.*

Concerns the development of Western traditions during this formative period of history from the fall of Rome to the Renaissance. Emphasis is placed upon the development of the medieval Church and philosophy, the barbarian invasions, the crusade and the formative beginning of nation-states. Prerequisite: 71-101 or its equivalent.

### **71-333. MODERN EUROPEAN HISTORY**

*Credit, three hours.*

The political, economic, and intellectual achievements and failures of Europe from the end of the French Revolution to the coming of World War I, including the impact of European contact with the non-European world. Prerequisite: 71-102 or its equivalent.

### **71-334. EUROPE, 1500-1815**

*Credit, three hours.*

Rise of the modern nations and their expansion overseas from the Reformation to the French Revolution.

### **71-402. DIPLOMATIC HISTORY OF THE UNITED STATES**

*Credit, three hours.*

A survey of the development of the foreign policy of the United States from colonial times to the present.

### **71-404. WORLD HISTORY SINCE 1914.**

*Credit, three hours.*

The historical and intellectual events of the twentieth century and their impact upon the world. Attention is given to Europe between the two world wars, the emerging nations of Asia and Africa after 1945 and the Cold War.

### **71-405. HISTORY OF THE AMERICAN NEGRO**

*Credit, three hours.*

This course will be an examination of the African and West Indian background of the Negro in America; the institution of slavery in ante bellum United States; the effects of Civil War and reconstruction; the pursuit of self-help and democracy and repression; and the black renaissance and revolution. Attention will be devoted to historical development of the Negro in American cultures other than the United States. Prerequisites: 71-201 or 202 or their equivalent.



**0 HISTORY OF ENGLAND TO 1660***it, three hours.*

A survey of British civilization from the Roman conquest to the Restoration with emphasis on political, economic, social and cultural developments.

**0 HISTORY OF ENGLAND SINCE 1660***it, three hours.*

A survey of British civilization from the Restoration to the present, continuing the political, economic, social and cultural development with emphasis on Britain's emerging role in world affairs.

**11 LATIN AMERICAN HISTORY***it, three hours.*

The colonial period, the independence movement, rise of national states, national and international developments to the present.

**12 HISTORY OF RUSSIA***it, three hours.*

A study of Russia and its expansion from the Muscovite principality to the empire of the 20th century. Special emphasis is placed on the internal, political, social, economic and cultural development since 1917, and the international relations of the Soviet Union today.

**13 TECHNIQUES OF RESEARCH***it, three hours.*

An opportunity for independent study and preparation for graduate work. Included are methodology, historiography and extensive work with source materials. This course is recommended for both history and political science majors.

**20 HISTORY OF THE FAR EAST***it, three hours.*

Historical interpretation of the role of Eastern Asia with attention to the rise of Japanese imperialism, Chinese nationalism, Western imperialism, the World Wars and the post-war era.

**25 71-426. READINGS IN AMERICAN AND WESTERN HEMISPHERIC HISTORY***it, three hours.*

This course will be devoted to the extensive reading of standard and classic monographs, pamphlets, or articles on selected American or Western Hemispheric topics. The specific assignments of the presiding professor will be announced prior to registration periods.

**27, 1-428. READINGS IN EUROPEAN AND WORLD HISTORY***it, three hours.*

This course will be devoted to the extensive reading of standard and classic monographs, pamphlets, or articles on selected European and World topics. The specific topics and assignments of the presiding professor will be announced prior to registration periods.

**HOME ECONOMICS****01. TEXTILES***it, three hours.*

Study of textile fibers, yarns, and construction techniques as a basis for selecting fabrics for clothing and the home.

**02. CLOTHING***it, three hours.*

Selection of clothing with emphasis on the physiological, sociological, and economic aspects. Basic construction applied to projects suitable to individual needs.

**01. FOOD FOR THE FAMILY***it, three hours.*

Study of basic foods used for everyday consumption by individuals and families. Principles of selection and preparation are emphasized.

## **25-202. FOOD AND MEAL MANAGEMENT**

*Credit, three hours.*

A course in planning, preparing and serving nutritionally adequate meals. Prerequisite: 25-201.

## **25-210. DEMONSTRATION TECHNIQUES**

*Credit, two hours.*

A course designed to develop communication skills and to give practical experience in media presentations related to the student's area of specialization.

## **25-300. MARRIAGE RELATIONS**

*Credit, three hours.*

The process of marital adjustment, including the problems of dating, courtship, engagement, marriage, and pregnancy.

## **25-301. ADVANCED CLOTHING**

*Credit, three hours.*

Modern and advanced techniques of clothing construction: Prerequisite: 25-102

## **25-302. TAILORING**

*Credit, three hours.*

Construction of hand-tailored garments using couturier designs: professional techniques, custom-fitting, and fast-tailoring techniques. Prerequisites: 25-101, 25-102

## **25-304. CHILD DEVELOPMENT**

*Credit, three hours.*

A study of the physical, emotional, social, and intellectual development of the child from the prenatal period through the preschool years. A two-hour laboratory experience in the college Nursery School is included.

## **25-305. HOME EQUIPMENT**

*Credit, two hours.*

A study of the selection, operation, care, and use of home appliances, with emphasis on energy consumption.

## **25-306. HOME FURNISHINGS**

*Credit, three hours.*

The use of basic art principles in creating beauty, expressiveness, and function in interior environments.

## **25-307. HOME MANAGEMENT**

*Credit, two hours.*

A study of the application of the principles of management to human and material resources in developing values and achieving individual and/or family goals.

## **25-308. HOUSING**

*Credit, three hours.*

A course designed to help individuals plan for housing needs at all stages of the life cycle and at a variety of socio-economic levels.

## **25-318. NUTRITION**

*Credit, three hours.*

A study of the functions, sources, and requirements of nutrients. Emphasis is placed on meeting the nutritional needs of individuals of all ages and in a variety of situations.

## **25-403. CONSUMER ECONOMICS**

*Credit, three hours.*

A study of the opportunities and responsibilities of the consumer in choosing goods and services for use in promoting individual and/or family goals. Emphasis is placed on financial planning.

## 46. HOME MANAGEMENT RESIDENCE

*credit three hours.*

This experience provides the opportunity to apply the skills of management in a practical situation under supervision. Prerequisites: 25-201, 25-202, 25-305, 25-307, 25-318. Junior or standing 8 week sessions. See "Home Management Residence Policy" in the Education section of this catalog.

## 47. SPECIAL STUDIES

*credit one to four hours.*

Approval of instructor and advisor. Opportunity is provided for students with above average ability to do individual library or laboratory work on special problems in Home Economics not added in present courses.

## 48. SEMINAR

*credit two hours.*

Survey of recent research in the field of home economics and selection of a problem for presentation and evaluation. Senior standing.

## 49. SERVICE INDUSTRY EXTERNSHIP (FASHION MERCHANDISING)

*credit three hours.*

Application of theoretical concepts to practical experience in retail stores. Lecture five times per semester to discuss experience gained in relationship to theoretical concepts. A minimum of 250 hours of work experience is required. This should be the student's last course in the program sequence.

## HTL-MOTEL AND RESTAURANT MANAGEMENT

### 20. SURVEY OF FOOD SERVICES

*credit three hours.*

Organization and basic operation of various types of quality food services. Fundamentals of portion and meal planning, food production and service standards and techniques. Practical in evaluating food service installations. Field trips required.

### 30. LODGING MANAGEMENT

*credit three hours.*

A study of operations within the lodging industry covering all departments involved in front desk management.

### 30. FOOD PRODUCTION SYSTEMS

*credit three hours.*

Recognition and achievement of quality in development of systematic relationships between management, labor, equipment and costs in quantity food production. Quality procurement policies for food, beverages and related items.

### 49. SERVICE INDUSTRY EXTERNSHIP (FOODS)

*credit three hours.*

In order to apply theoretical concepts gained in the classroom, each student will be assigned to a restaurant for a minimum of 250 hours of supervisory or managerial experience. A number of class seminars will be held during the semester at which time each student will be required to present reports on the knowledge gleaned from these experiences. Prerequisite: prior standing or permission.

### 49. SERVICE INDUSTRY EXTERNSHIP (FOODS)

*credit three hours.*

In order to apply theoretical concepts gained in the classroom, each student will be assigned to a restaurant for a minimum of 250 hours of supervisory or managerial experience. A number of class seminars will be held during the semester at which time each student will be required to present reports on the knowledge gleaned from these experiences. Prerequisite: prior standing or permission.



## **26-492. SERVICE INDUSTRY EXTERNSHIP (HOTEL AND MOTEL)**

*Credit, three hours.*

In order to apply theoretical concepts gained in the classroom, each student is assigned to a hotel/motel complex for a minimum of 250 hours of supervisory or managerial experience. A number of class seminars will be held during the semester at which time the student will be required to present reports on the knowledge gleaned from these experiences. Prerequisite: senior standing or permission.

## **JOURNALISM**

### **62-101. INTRODUCTION TO JOURNALISM**

*Credit, three hours.*

This is a general course designed to acquaint the student with the functions, and effectiveness of the various agencies of mass communications, such as newspaper, radio, television, and magazines. The opportunities and duties of persons employed in mass communications are outlined. News style techniques are also emphasized.

### **62-204. NEWS WRITING**

*Credit, three hours.*

The principles of finding and shaping new material, the building of news stories, and style and actual practice in news writing are the major points of emphasis in the course. Prerequisite: Practical work on student newspaper.

### **62-206. EDITING AND MAKE-UP**

*Credit, three hours.*

The concentration is on the fundamentals of editing, including rewriting, copy editing, headlining, proofreading, page make-up and layout. The course will include practical work on the student publications.

### **62-305. NEWS STORY TYPES**

*Credit, three hours.*

Various news story types, such as feature and editorial writing, personal, society, accident, death, crime, political, weather and special occasion stories, will be studied. Prerequisite: News Writing or consent of instructor.

### **62-306. FEATURE AND EDITORIAL WRITING**

*Credit, three hours.*

Half the course will be a study of the writing and marketing of the feature story. The other half will be spent in studying the purpose, value and content of the editorial.

### **62-310. PROPAGANDA AND PUBLIC OPINION**

*Credit, three hours.*

The terminology and methodology of public opinion polls will be studied for the first semester. The second half of the semester will analyze propaganda techniques in the second semester.

### **62-311. NEWSPAPER ADVERTISING**

*Credit, three hours.*

Concentration will be upon advertising methods currently in use by newspapers. The student will be placed upon the techniques of preparing advertising for the newspaper page, and will conduct product research and customer relations. The student will work one-half day a week in the advertising department of a local daily newspaper, have weekly conferences with the instructor and pursue assignments of the course through use of a text and library books and periodicals. Prerequisite: Consent of the instructor.

### **62-237. RADIO PROGRAMMING**

*Credit, three hours.*

(see 69-327).

### **62-370. ADVERTISING**

*Credit, three hours*

(see 11-370).

**16. INVESTIGATIVE REPORTING***16-1 three hours.*

This course in advanced journalism reporting is designed to deal with current news problems in the national and local fields, reference works and source materials bearing on the background of the news. Investigative reporting is a shift from basic news reporting to more critical and conscientious reporting on the systematic operations of American society. Prerequisite: Introduction to Journalism and News Writing or consent of instructor.

**LIBRARY SCIENCE (SCHOOL LIBRARY-MEDIA)****10. HOW TO USE MEDIA RESOURCES***10-1 one hour.*

Practical introductory course designed to familiarize the student with resources, methods, and procedures common to libraries and other resource centers. Classes meet twice a week for eight weeks. Open to all students.

**30. LIBRARY MATERIALS FOR CHILDREN***30-1 three hours.*

Survey of the development of children's literature with emphasis on modern books and non-print materials. Evaluation of the standards and aids for selection of books and other materials for the elementary school library. Investigation of children's reading interests, levels of needs and of programs geared to these needs such as storytelling, book talks, etc. Students planning to become elementary school librarians are advised to take 61-202, Background of Literature.

**30. LIBRARY MATERIALS FOR ADOLESCENTS***30-2 three hours.*

Survey of books and non-print materials suitable for the young adult in junior and senior high school, with emphasis on current interests and materials. Study of the standards and the aids for selection, as well as practice in techniques of reading guidance and promotional programs, such as book talks, booklists, etc.

**30. REFERENCE AND BIBLIOGRAPHY***30-3 three hours.*

Introductory study of standard reference books and reference theory. Practice in selection, evaluation and use of reference books applicable to school libraries.

**31. INSTRUCTIONAL MEDIA***31-1 three hours.*

Principles and practices in the selection, organization, and production of non-book materials and promotional media, such as bulletin boards, filmstrips, tapes, etc.

**31. CATALOGING AND CLASSIFICATION***31-2 three hours.*

Elementary course in classifying materials according to Dewey Decimal system. Practical experience in classifying, cataloging, and filing. Problems peculiar to the school librarian are discussed. Typing skill is necessary.

**31. LIBRARY PRACTICE***31-3 three hours.*

One hundred hours of practice work is required in a school or public library. This course is taken upon completion of all other Library Science courses. The student must plan for his transportation to the practice libraries in the area.

**32. SCHOOL LIBRARY ORGANIZATION & ADMINISTRATION***32-1 three hours.*

A survey of the philosophy, programs, procedures and problems in the administration of a school library, which includes planning, organization, and maintenance of materials and personnel supervision and cooperative relations with school members. Media Programs, District and School (1975) is studied in depth.

## MATHEMATICS

### 85-010. BASIC MATHEMATICS

*Credit, two hours.*

Skill in arithmetic manipulation (addition, subtraction, multiplication, and division of numbers and fractions) is developed. After mastery of these operations on numbers the student will use them with expressions using letters and mixed expressions of numbers and letters. The two credit hours do not apply toward the hours needed for graduation, but do apply toward the hours needed to qualify as a full-time student.

### 85-104. BASIC ALGEBRA

*Credit, three hours.*

A developmental course to build skills in basic techniques of algebra. Evaluating algebraic expressions for given numerical values. Solving and graphing solutions of equations in one and two variables. Adding, subtracting, multiplying, and dividing polynomials and rational expressions. Solving quadratic equations by factoring. Use of these techniques to solve practical problems. Manipulations with positive and negative exponents. Manipulation with factorials to solve problems. Consideration of probability problems. Prerequisite: 85-010 or satisfactory placement score.

### 85-105. COLLEGE ALGEBRA

*Credit, three hours.*

Topics in college algebra including properties of the real numbers; radicals and rational expressions; operations on polynomials and rational expressions; solution of linear and quadratic equations and inequalities; functions, including graphs, inverses, and composite functions; properties of linear and quadratic functions; systems of linear equations and inequalities; exponential and logarithmic functions. Prerequisite: 85-104 or satisfactory placement score.

### 85-106. TRIGONOMETRY

*Credit, two hours.*

A study of the trigonometric ratios, their properties as functions, and the standard trigonometric identities. Applications include the solution of plane triangles, and a discussion of periodic motion. Prerequisite: 85-105.

### 85-108. ELEMENTARY ANALYSIS

*Credit, two hours.*

A continuation of 85-105. Topics in algebra which will be useful in the study of calculus including solutions of polynomial equations, graphs of polynomial and rational functions, the conic sections, the algebra of complex numbers, sequences, series, and mathematical induction. Prerequisite: 85-105 or satisfactory placement score.

### 85-111. MATHEMATICS OF FINANCE

*Credit, three hours.*

Principles of interest and discount, annuities and insurance, amortization, and similar topics.

### 85-131. TECHNICAL MATHEMATICS I

*Credit, three hours.*

Review of arithmetic leading into basic algebra. Linear equations and algebraic solutions of two simultaneous linear equations. "Significant figures" motivated by hand calculation. Study of powers of 10 including negative exponents, laws of integral exponents, and scientific notation. Conversion and calculation with units of measurement. Special products and factoring.

### 85-132. TECHNICAL MATHEMATICS II

*Credit, three hours.*

Algebraic fractions and fractional equations. Cartesian coordinates, graphs of linear equations, "two-point" formula for slope of a line. Laws of exponents for integer exponents and square roots, using radical notation. The  $j$  ( $= i$ ) operator; (imaginary) square roots of negative numbers, arithmetic of complex numbers, radical equations. Quadratic equations; solutions by various means, and their graphs. Angles and definitions of the trigonometric functions. Solutions of right triangles, identities. Graphs of the trigonometric functions. Prerequisite: 85-131 or equivalent.



**1. 142. ELECTRICAL-ELECTRONICS MATHEMATICS I, II***Two hours each.*

Review of Ohm's law, series and parallel circuits. Analyzing AC circuits: e.g., resistive?, inductive?, what is power factor? Phasor (= vector) algebra, Logarithms and applications. Binary and octal number systems as applied to a computer; their conversion and arithmetic. Elements of Boolean algebra. Graphical analysis including nomograms. Amplifier analysis and power supply design. Prerequisite: 85-132 or equivalent.

**2. FINITE MATHEMATICS FOR BUSINESS***Three hours.*

Mathematical models for the analysis of decision making problems. Topics include capital budgeting using the concept of present value, optimization by linear programming, risk decisions involving probability and expected value, competitive decision making as modeled by the theory of game. Additional topics may be chosen from network models. Prerequisite: 85-104 or 85-105 or satisfactory placement score.

**3. COLLEGE GEOMETRY***Two hours.*

This course offers a survey of classical Euclidean geometry with reference to non-Euclidean geometry. Both informal and formal geometry are introduced emphasizing the use of algebra. Constructions and curve tracing are integrated throughout various topics. Deductive logic and truth tables are examined in applied situations. Prerequisite: One year of high school geometry or consent of the instructor. Required for all mathematics teaching programs.

**4. DATA STUDY***One hour.*

Electronic calculators are used to solve common problems in business and science; accuracy is stressed. Scientific notation is considered; the potential of programmable calculators is indicated, including calculation of values of logarithmic, trigonometric, and rational functions. Those skills are used, in particular, to calculate the mean and variance from raw data. When data will be grouped into a table, graphical representations of tabled data will be used. The notions of odds and probability will be considered, including permutations and combinations. Cannot be taken for credit after completion of 85-208 or 85-314. Prerequisite: 85-104 or 85-105 or consent of the instructor.

**5. INTRODUCTION TO MATRICES***Two hours.*

Applications of matrix techniques in two and three dimensions; mention of higher dimensional analogues when appropriate. Examples from communications networks, social demographics, various applications to business and industry, elections, solving of systems of equations in geometry. If time permits, determinants may be considered. Prerequisite: 85-104 or 85-105

**6. CALCULUS WITH APPLICATIONS***Four hours.*

Topics in differential and integral calculus, with stress on their applications in biology, social and behavioral sciences. Prerequisite: 85-104 or 85-105 or consent of the instructor.

**7. CALCULUS WITH ANALYTIC GEOMETRY I***Four hours.*

Fundamental concepts of calculus, using analytic geometry. After preliminaries about the number system, intervals, and functions, properties of limits are carefully stated. These are used to develop standard differentiation formulas. Applications of the derivative (as a rate of change) are stressed in a wide variety of problems. Introduction to integration via anti-differentiation and area; the fundamental theorem. Applications of the integral (volumes, arc length, surface area, etc.) Prerequisite: 85-105; prerequisite or corequisite: 85-108 and 106.

**8. CALCULUS WITH ANALYTIC GEOMETRY II***Four hours.*

Continuation of 85-207. Calculus of exponential, logarithmic, and trigonometric functions; techniques of integration. Review of conic sections in standard form and in rotation. Polar coordinates, vectors in the plane, parametric equations. Additional topics from L'Hopital's rule, improper integrals, and differential equations. Prerequisite: 85-207.

## **85-215. INTRODUCTION TO MATHEMATICS**

*Credit, three hours.*

A systematic approach to organized reasoning by study of the rudiments of logic, the structure of various mathematical systems and operations defined on these systems, analysis and discussion of the uses of such systems. The counting techniques of permutations and combinations may be considered. Prerequisite: 85-010 or satisfactory placement examination.

## **85-217. COMPUTERS IN SOCIETY**

*Credit, two hours.*

The purpose of this course is to demonstrate specific uses of the computer, and its potential uses. Examples will be chosen from such fields as physical science, life sciences, social science and languages. The use of the computer as a teaching aid will also be discussed. The student will do some simple programming in the BASIC language.

## **85-280. SYMBOLIC LOGIC**

*Credit, two hours.*

Classical approach to an Aristotelian or two valued logic with reference to related logics ("true," "false," or "maybe") or "m" (multi-valued) logics. The truth of statements is analyzed by truth tables and Venn diagrams; the validity of arguments is studied using standard logic. The course stresses logical reasoning with many related applications.

## **85-290, 291. PRACTICUM IN MATHEMATICS TEACHING**

*Credit, one hour.*

Practical experience in teaching mathematics will be provided in a tutorial setting under the guidance and supervision of a faculty member. Two or three hours of student-tutoring will be arranged each week. Prerequisite: 85-207 or consent of instructor.

## **85-300. MATHEMATICS FOR ELEMENTARY TEACHERS**

*Credit, three hours.*

An in-depth study of the K-6 curriculum content. A study of methods, problems and techniques involved in mathematics instruction. Prerequisite: 85-215.

## **85-309. CALCULUS WITH ANALYTIC GEOMETRY III**

*Credit, four hours.*

Continuation of 85-208. Infinite series, Taylor series. Vectors in space, solid analytic geometry. Calculus of functions of several variables including partial derivatives, multiple integrals, and their applications. Prerequisite: 85-208.

## **85-312. INTRODUCTION TO ABSTRACT ALGEBRA**

*Credit, three hours.*

Introduction to algebraic structures such as groups, rings, and fields. Formal development of their properties, complemented by examples and applications. Prerequisite: 85-207 or consent of instructor. In particular, for students whose program does not require 85-207, the prerequisites are 85-108, 85-200, and 85-215.

## **85-314. STATISTICS**

*Credit, three hours.*

A course for those needing knowledge of statistical methods and the interpretation of statistical data. Frequency distributions, measures of central tendency and dispersion. Hypothesis testing using z, t, and chi-square tests; correlation. Both discrete and continuous data are presented emphasizing a wide selection of applied problems. Prerequisites: 85-104 or consent of instructor.

## **85-317. COMPUTER PROGRAMMING**

*Credit, three hours.*

A study of the methods of computer programming with an introduction to mathematical methods used to obtain numerical solutions to problems. The computer language used will be BASIC. Computer limitations are discussed. Prerequisite: 85-217 or 11-214 or consent of instructor.

**38. NUMERICAL ANALYSIS***each, three hours.*

study of numerical methods applied to such problems as the solutions of equations, interpolation, differentiation, integration, and solution of differential equations. Emphasis on solving solutions with computer programs. Prerequisites: 85-317, and 85-207 or 85-205.

**39. THEORY OF PROBABILITY***each, three hours.*

An introductory course in probability theory. A somewhat formal presentation of finite sample spaces, random variables, and related topics. Prerequisite: 85-207 or 85-205 or consent of instructor.

**40. 85-402. DIFFERENTIAL EQUATIONS***each, three hours (each course).*

Methods of solving differential equations and their application in the physical and biological sciences. Both ordinary and partial differential equations are included. Prerequisite: 85-208 or consent of instructor.

**41. NUMBER THEORY***each, three hours.*

An introductory course in number theory with emphasis on the classical theorems and problems. Prerequisite: consent of instructor.

**42. TOPICS IN MODERN MATHEMATICS***each, three hours.*

A course designed to acquaint the advanced student with certain topics outside the traditional course in mathematics. Prerequisite: consent of instructor.

**43. LINEAR ALGEBRA***each, three hours.*

Matrices and vector spaces. Euclidean  $n$ -space, linear transformations, bilinear and quadratic forms, and related topics. Prerequisite: 85-207 or 85-205 or consent of instructor.

**44. 411. ADVANCED CALCULUS***each, three hours (each course).*

A thorough examination of the fundamentals of elementary calculus and its extensions, with emphasis on interrelation with other areas of mathematics, and upon various applications. Prerequisite: 85-309 or consent of instructor.

**45. HISTORY AND DEVELOPMENT OF MATHEMATICS***each, three hours.*

Chronological and topical study of development of mathematics through the first steps in calculus. Of particular importance to mathematics teachers.

**46. INTRODUCTION TO TOPOLOGY***each, three hours.*

Study of the properties of regions unaffected by continuous mappings. Consideration of open and closed sets, interior and boundary of a set, and neighborhood systems; motivation for more applications of the idea of a topological space and its separation properties. Other topics may include various applications of the notions of convergence and compactness. Prerequisite: 85-207 or consent of instructor.

**47. FOUNDATIONS OF GEOMETRY***each, three hours.*

A careful axiomatic development of certain parts of elementary Euclidean and non-Euclidean geometry. The examination of the axiomatic method as an important pattern of thought. Prerequisite: consent of the instructor.

**48. PROJECTIVE GEOMETRY***each, three hours.*

Homogenous coordinates, higher dimensional spaces, conics, linear transformations and quadric surfaces, and similar topics.



### 85-430. INDEPENDENT STUDY

*Credit, one to three hours.*

Under certain conditions advanced students may be admitted to independent study in mathematics. See detailed requirements elsewhere in catalog.

### 85-432. SEMINAR

*Credit, one or two hours.*

Subjects are selected in accordance with the needs and interests of students enrolled. Admission on faculty recommendation only.



## MEDICAL TECHNOLOGY

### 87-421. MEDICAL TECHNOLOGY I

*Credit, nine hours.*

Medical Technology I introduces the student to the clinical chemistry laboratory. Here, the student is provided the training necessary for him to become proficient in performing chemical analyses of blood, urine, etc. Registration for this course must occur during registration for the summer terms.

### 87-422. MEDICAL TECHNOLOGY II

*Credit, thirteen hours.*

This course incorporates clinical physiology, clinical hematology, blood-banking, and genetics into a one semester block of work. Most of the student's time is spent in the laboratory and on the hospital ward where he learns those procedures and tests common to the phase of medical technology. The student must register for this course during the regular registration.

### 87-423. MEDICAL TECHNOLOGY III

*Credit, fifteen hours.*

Medical Technology III represents the student's final semester of work. During this time he is introduced to clinical microbiology, serology, histological techniques, cytology, and laboratory management. Students must register for this course during the regular registration period.

The specific courses offered at Memorial General Hospital, Elkins, West Virginia, are as follows:

Orientation and Medical Ethics (0 hours)  
Biochemistry (3 hours)  
Hematology (4 hours)  
Microbiology (7 hours)  
Immunohematology (3 hours)  
Clinical Microscopy (2 hours)  
Instrumentation (2 hours)  
Serology and Immunology (2 hours)

Laboratory Management (1 hour)  
Scientific Research (1 hour)  
Biochemistry Practicum (3 hours)  
Hematology Practicum (2 hours)  
Microbiology Practicum (2 hours)  
Clinical Microscopy Practicum (2 hours)  
Serology and Immunology Practicum (1 hour)  
Immunohematology Practicum (2 hours)

## USIC

## 100. MUSIC AS AN ART AND SCIENCE

sit, two hours.

This is the basic music theory course required of all elementary education majors. Reading, singing, and playing music are the basic activities. Rhythmic notation, scales, triads, seventh chords, nonharmonic tones, and modulation are presented through programmed instruction and lecture. Individual projects in writing and performing music are required.

## 01. BASIC MUSICIANSHIP I

et, four hours.

This two-semester integrated course (32-101, 102) is designed to provide the student with fundamental grounding in the theoretical, stylistic and aesthetic aspects of Western music. The focus of the course is upon the acquisition of skills in the notation, analysis and aural notation of traditional music together with an appreciation of the artistic role of music as it has evolved since 1600. Conducting techniques are included. A one-hour, non-credit laboratory is required.

## 02. BASIC MUSICIANSHIP II

et, four hours.

See 32-101. Prerequisite: 32-101.

## 17. KEYBOARD & FRETTED INSTRUMENT HARMONY

ed, two hours.

A course designed to develop the student's aural perception. Essentially a two-track course: equal stress will be given to the notation of melodic, harmonic, and rhythmic dictation and selecting and performing harmonies to given melodies at the keyboard or on a fretted instrument. Also included is vocal reproduction of printed music.

## 1. MUSIC APPRECIATION

ed, two hours.

general studies requirement, this course provides training and experiences which will enable the student to acquire an historical-social-aesthetic perspective, to comprehend musical concepts, to discriminate quality levels, to select satisfying and stimulating musical experiences, and to empathize with the creators and performers of music.

15, 136. CLASS PIANO

ed, one hour each.

These courses are designed for beginning students of piano, who as members of a group, benefit from each other in solving initial problems related to keyboard performance. Permission of the instructor.

cc0-17, 138. VOICE CLASS

ec, one hour each.

These courses are designed for the beginning student of voice. Voice placement, breathing, diction, phrasing and other vocal skills are stressed through use of correlated group instruction and song literature. Permission of the instructor.

## -19. INTRODUCTION TO GUITAR

ed, one hour.

course designed to provide the student with the knowledge and skill necessary to play and to accompany on the guitar. Course content consists of basic guitar techniques, bar technique, and transposition with the capo. A variety of strumming and picking techniques are

## -27. BASIC IMPROVISATION

ed two hours.

This course is designed to cover the fundamental aspects of improvising against non-harmonic and simple chordal structures. Appropriate scales, triads, and melodic sequencing are presented together with the development of the self-confidence necessary to self-expression. This course may be repeated with credit. Prerequisite: 32-107.

### **32-223. RECREATIONAL MUSIC**

*Credit, two hours.*

A study of the functions and techniques of recreational music to accomplish therapeutic objectives in mental health settings. Skill levels utilizing both notated music and improvisation will be met on such accompanying instruments as piano, guitar, and harmonica. An extensive repertoire of appropriate music will be compiled. Emphasis on a therapeutic setting may be adjusted to meet the needs of recreation majors and others electing to take this course.

### **32-226. MUSIC MATERIALS AND PROCEDURES**

*Credit, three hours.*

This course is required of all Elementary Education majors and is a study of the program of the elementary schools. Music and teaching methods are presented for the areas of singing, listening, rhythmic responses, use of recordings, melody instruments, tuned and untuned rhythm instruments and for creative experiences. Prerequisite: 32-100 or 32-102.

### **32-227. MUSIC MATERIALS AND PROCEDURES**

*Credit, three hours.*

This course is required of all K-12 Music Education majors and is a study of the program of the elementary schools. Music and teaching methods are presented for the areas of singing, listening, rhythmic responses, use of recordings, melody instruments, tuned and untuned rhythm instruments and for creative experiences. Emphasis is placed on learning experiences for the elementary school child, and pedagogical approaches such as Orff and Kodály are introduced. An evaluation of current music series books and other materials is made. Comprehensive programs that provide continuous growth and direction from pre-school through the elementary grades are designed. Prerequisite: 32-102.

### **32-230. WOODWINDS**

*Credit, two hours.*

These courses (32-230, 231) are designed to acquaint music students with the pedagogical principles of woodwind performance. The student will play all the woodwinds during the two semester sequence but will emphasize the four basic members of the family (clarinet, flute, oboe, bassoon). The method of organization is based upon two tracks: first, the development of the manipulative skills of the instruments and second, the discussion of teaching techniques associated with instrumental music and those uniquely related to the woodwinds. Practical field experience is arranged in area public schools.

### **32-231. WOODWINDS**

*Credit, two hours.*

See 32-230. Prerequisite: 32-230.

### **32-232. BRASS**

*Credit, two hours.*

This course is designed for Music Education majors, to acquaint them with the pedagogical principles of brass performance. The student performs on all of the brass instruments during the semester sequence. The method of organization involves two avenues: The development of the manipulative skills of the particular instrument, and the study of teaching techniques associated with instrumental music as related uniquely to the brass. Practical field experience is arranged in area public schools.

### **32-233. STRINGS**

*Credit, two hours.*

This course is designed for Music Education majors, to acquaint them with the pedagogical principles of string performance. The student performs on all of the string instruments during the semester sequence. The method of organization involves two avenues: The development of the manipulative skills of the particular instrument, and the study of teaching techniques associated with instrumental music as related uniquely to the strings. Practical field experience is arranged in area public schools.



**24. PERCUSSION***ed, two hours.*

This course is designed for Music Education majors, to acquaint them with the pedagogical roles of percussion performance. The student performs on all of the standard percussion instruments during the semester sequence. The method of organization involves two avenues: the development of the manipulative skills of the particular instrument and the study of playing techniques associated with instrumental music as related uniquely to percussion. Actual field experience is arranged in area public schools.

**29. SPECIAL STUDIES IN MUSIC***ed, one to four hours.*

Topics for special studies will be created as needed by the Music Department. This course may be repeated without limit with different topics.

**30. WORKSHOP IN FOREIGN CULTURES***ed, one to six hours.*

An exposure to the artistic heritage of foreign countries is provided through a supervised study tour which also involves directed field study and an integrated series of pre-tour and post-tour lectures. Prerequisite: permission of the instructor. One to six hours, depending on the length and academic content of the tour. Further details may be obtained from the office of the department chairman.

**31. CREATIVE MUSICIANSHIP I***ed, four hours.*

This two-semester integrated course (32-301, 302) is a continuation of the Basic Musicianship sequence (32-101, 102) and is designed to provide depth and to develop sophisticated techniques in the analysis and composition of Western stylistic types, especially from 1820 to the present. The creative aspect of music is emphasized, along with the further development of aural perceptivity. Prerequisite: 32-102.

**32. CREATIVE MUSICIANSHIP II***ed, four hours.*

See 32-301. Prerequisite: 32-301.

**35. MUSIC COMPOSITION***ed, three hours.*

Creative writing for a variety of media, with an emphasis on the development of an individual style. Prerequisite: 32-302.

**35. MUSIC COMPOSITION***ed, three hours.*

Continuation of 32-305. Prerequisite: 32-302.

**36. ADVANCED IMPROVISATION***ed, two hours.*

This course is intended as a continuation of 32-207 with increased emphasis upon the development of a personal style as well as upon more complex harmonic sequences, scales, and rhythmic-metric considerations. This course may be repeated with credit. Prerequisites: 32-101 and 32-207.

**31. MUSIC HISTORY***ed, three hours.*

A study of the evolution of the musical art in Western Civilization from antiquity through the early Christian, Romanesque, Gothic, Renaissance and Baroque periods.

**31. MUSIC HISTORY***ed, three hours.*

A study of music and musicians of the Classical, Romantic and Contemporary periods, with an extensive survey of current styles and trends.

### **32-316. CHORAL LITERATURE**

*Credit, three hours.*

A study of the evolution of important forms of choral literature with special emphasis given to the Cantata, Mass, Oratorio and Passion. Interrelations between text and music and of choral arranging are considered.

### **32-323. INTRODUCTION TO MUSIC THERAPY**

*Credit, one hour.*

A survey of the profession will be accomplished through assigned readings, classroom lectures, and clinical observations. Topics will include the role of the music therapist, knowledge and competencies needed, therapeutic function of music, scope and areas of application, general techniques used, professional aspects, job opportunities, and kinds of institutions utilizing music therapy. Prerequisite: 45-330.

### **32-325. PRINCIPLES OF CONDUCTING**

*Credit, three hours.*

A study of the art, technique and problems relative to conducting and administering instrumental and choral performing organizations. Opportunities are given for practical experiences in conducting and related field observations via area performing groups. Prerequisite: 32-102.

### **32-327. HISTORY OF JAZZ STYLES**

*Credit, two hours.*

The study of what jazz is, how to listen to jazz, and jazz heritage is focused upon in this course. Jazz interpretation, improvisation, listening techniques, musical concepts of jazz, and influences of jazz styles will be central points of this course. Historical and stylistic aspects of jazz will also be considered.

### **32-329. MUSIC EDUCATION WORKSHOP**

*Credit, two hours.*

A workshop designed to meet problems in music pedagogy pertinent to elementary teachers. Special emphasis is placed on the study of new materials and teaching techniques.

### **32-330. WORKSHOP IN CLASSROOM INSTRUMENTS**

*Credit, two hours.*

The study and playing of simple classroom instruments (Auto-harp, Guitar, Recorder and Song Flute, Melody Bells, Chord-Piano, and Rhythm instruments). Emphasis is placed on improvisation and on improvisation of accompaniment. Permission of the instructor.

### **32-335. MARCHING BAND TECHNIQUES**

*Credit, two hours.*

Organization of the marching band, rehearsal procedures, street and parade marching, field shows of all types, formation charting, precision-drill charting and music arrangement for the marching band. Permission of the instructor.

### **32-350. BAND**

*Credit, two hours.*

The reading and performance of band literature and the participation in campus and off-campus concerts and programs. Activities include marching band, wind symphony, and conducting band. Permission of the instructor.

### **32-351. EURYTHMICS IN MUSIC ENSEMBLE PERFORMANCE**

*Credit, one hour.*

This course is designed to provide a means through which students may develop the ability to perform eurythmics and closely related movement activities with music ensemble. Permission of the instructor.

### **32-360. CHOIR**

*Credit, two hours.*

Choral literature from all periods of music history are studied and performed in campus and off-campus concerts and programs. Permission of the instructor.

**2-51. PIANO**

*red, one or two hours.*

Levels one through three. Private piano instruction is offered on six levels, and aims at the development of individual proficiency in technique and interpretation through the study and performance of the various keyboard styles found in the piano literature.

**2-55. ORGAN**

*red, one or two hours.*

Levels one through three. Private organ instruction is offered on six levels, and deals with the systematic problems of techniques and interpretation characteristic of this instrument as found in the standard literature.

**2-31. VOICE**

*red, one or two hours.*

Levels one through three. Vocal instruction is offered on six levels. Individual proficiency is stressed in tone placement, phrasing, diction, and in other vocal skills.

**2-35. GUITAR**

*red, one or two hours.*

Levels one through three. Private instruction on acoustical guitar is offered from beginning through intermediate grades. Basic techniques are stressed and individual proficiency is developed through the study of various styles.

**2-31. BRASS INSTRUMENT**

*red, one or two hours.*

Levels one through three. Private instruction is available on six levels for the trumpet, French horn, trombone, baritone horn and tuba. Individual proficiency is developed through the study of proper technique, embouchure, breath control and manual dexterity. Standard repertoire for the respective instrument is studied.

**2-35. PERCUSSION INSTRUMENT**

*red, one or two hours.*

Levels one through three. Private percussion instruction is available on six levels for the student interested in becoming a percussionist in such standard ensembles as the orchestra, and jazz ensemble and percussion ensemble. Standard repertoire for the respective instruments studied.

**2-31. WOODWIND INSTRUMENT**

*red, one or two hours.*

Levels one through three. Private woodwind instruction is available on six levels for the flute, clarinet, oboe, bassoon, and saxophone. Individual proficiency is developed through the study of proper technique, embouchure, breath control and so forth. Standard methods and solo repertoire for the specific instrument are studied.

**2-35. STRING INSTRUMENT**

*red, one or two hours.*

Levels one through three. Private instruction is offered on six levels for the violin, viola, cello and string bass. Individual proficiency is developed through the study of such problems as fingering, bowing, intonation and special effects. Standard methods and solo literature for the specific instrument are studied.

**2-40. SURVEY OF ELECTRONIC MUSIC**

*red, two hours.*

This course is designed to explore the various techniques which have been utilized in the development of electronic music. This is a two-track course which emphasizes both the construction and analysis of music created through the use of tape techniques and the synthesizer. Original compositions are written for various electronic media.



### **32-407. JAZZ/ROCK ARRANGING**

*Credit, two hours.*

The study of idiomatic arranging styles for ensembles found in commercial music as well as practical arranging and rescoring for public school ensembles in the fields of vocal and instrumental music. The student will demonstrate an ability to arrange in various jazz, rock, and popular styles of music with some emphasis on original composition and improvisation. Prerequisite: 32-302.

### **32-411. SYMPHONIC LITERATURE**

*Credit, three hours.*

A study of the evolution of important forms of symphonic literature, with special emphasis given to the Symphony and the Concerto. The development of the modern orchestra is considered.

### **32-412. OPERA**

*Credit, three hours.*

The study of the evolution of the standard types of operatic form from the early Baroque period to the contemporary scene. Selected operas regarded as especially important are analyzed.

### **32-420. PERCUSSION ENSEMBLE**

*Credit, one hour.*

Emphasis is placed on multiple-percussive techniques and literature. Permission of the instructor.

### **32-421. MUSIC RESEARCH AND INDEPENDENT STUDY**

*Credit, one to three hours.*

Qualified juniors or seniors may pursue a course of independent study in their major area under the supervision of the appropriate faculty advisor. Students selected must exhibit outstanding ability and scholarship in their chosen area, and must meet the requirements for the Independent Study Program as outlined elsewhere in this catalog.

### **32-423. PSYCHOLOGICAL FOUNDATIONS OF MUSIC I**

*Credit, three hours.*

A study of musical behavior including acoustics, perception, aesthetics, musical ability, affective response, and musical function. Related literature of experimental investigation will be reviewed. Prerequisite: 22-103.

### **32-424. PSYCHOLOGICAL FOUNDATIONS OF MUSIC II**

*Credit, two hours.*

Laboratory investigation of the psychological effects of music with emphasis on small group and case study design analysis. Preparation of the formal research report. Prerequisite: concurrent with or prior completion of 32-423.

### **32-425. ADVANCED CONDUCTING TECHNIQUES**

*Credit, two hours.*

This course is twofold in design. First, the course focuses upon the conducting of specialized types of conducting situations; e.g., combined orchestra (band) and choir, jazz ensemble, pit orchestra (band), etc. Secondly, the course focuses upon various rehearsal strategies employed by the instrumental/vocal conductor. Prerequisite: 32-325.

### **32-427. INSTRUMENT CARE AND REPAIR**

*Credit, two hours.*

A course designed for the instrumental student who intends to teach. Laboratory experience in the maintenance and repair of band instruments is coupled with a general review of the performance basics. Permission of the instructor.

### **32-430. WOODWIND ENSEMBLE**

*Credit, one hour.*

This course involves the study of woodwind chamber music through performance. Ensemble instrumentation will vary from two to twenty-five as literature and enrollment dictate. Permission of the instructor.

**2-40. BRASS ENSEMBLE***rec, one hour.*

Emphasis is placed on a study of contemporary and earlier periods of brass literature. For more members. Permission of the instructor.

**2-50. JAZZ ENSEMBLE***rec, one hour.*

This course involves the study and performance of jazz-rock music for the large ensemble. Idiomatic phrasing, improvisation and interpretation are emphasized. Permission of the instructor.

**2-50. SINGING SHEPHERDS***rec, one hour.*

A course designed to give voice and other music students experience in professional solo singing techniques. Open to music majors by permission of the instructor. Open to other students by audition — interview with the instructor. Prerequisite: Two semesters of Choir.

**2-51. ADVANCED PIANO***rec, one or two hours.*

Levels four through six. See 32-361.

**2-55. ADVANCED ORGAN***rec, one or two hours.*

Levels four through six. See 32-365.

**2-60. CHAMBER SINGERS***rec, one hour.*

This elite performing organization consists of 10-16 members and is primarily concerned with achieving advanced excellence in ensemble balance, rapport, technique and style. Literature largely from the Renaissance Period, though later works appropriate for a small group are included. Permission of the instructor.

**2-61. ADVANCED VOICE***rec, one or two hours.*

Levels four through six. See 32-371.

**2-65. ADVANCED GUITAR***rec, one or two hours.*

Levels four through six. Private instruction on acoustical guitar from intermediate through advanced grades. Performance is stressed, and advanced literature is emphasized.

**2-40. MASTERWORKS CHORALE***rec, one hour.*

Open to all campus and community singers as an opportunity to study and perform large choral works.

**2-41. ADVANCED BRASS INSTRUMENT***rec, one or two hours.*

Levels four through six. See 32-381.

**2-45. ADVANCED PERCUSSION INSTRUMENT***rec, one or two hours.*

Levels four through six. See 32-385.

**2-41. ADVANCED WOODWIND INSTRUMENT***rec, one or two hours.*

Levels four through six. See 32-391.

**2-45. ADVANCED STRING INSTRUMENT***rec, one or two hours.*

Levels four through six. See 32-395.

### 32-497. SENIOR MUSIC ACTIVITY

*Credit, one hour.*

All music majors are required to complete a Senior Music Activity during the final year to the middle of the second semester of Junior standing, a determination as to the nature of the Activity is made by the student's advisor after consultation with the other music staff members. The Senior Music Activity will assume the form of a Recital, Lecture-Recital, Project, or Project. Details are on file in the office of the Department chairman.

### 32-498. SENIOR MUSIC SEMINAR

*Non-Credit.*

A culminating course designed to review and synthesize information and skill through music course work leading to the Senior year in music. Four sessions during the semester at three-week intervals. Required of all music majors.





**NURSING****10. BASIC NEEDS***4 credit hours.*

This is the initial course in nursing upon which all other nursing courses build and expand. It is designed to develop in the student an awareness of Man and his basic needs. The student begins to recognize health problems as obstacles in meeting these needs. The nursing process is introduced and emphasized throughout each unit of the course. Corequisite: 86-106-151, 81-225, 60-101.

**10. NEEDS THROUGHOUT THE LIFE CYCLE***4 credit hours.*

This theory course is the second course in the nursing series and concerns the growth and development tasks of the family unit as progression is made through the stages in the life cycle of Man. Prerequisites: 86-101, 86-103, 86-151, 60-101, 81-225. Corequisites: 86-104, 86-106, 81-226, 22-103.

**10. CLINICAL NURSING***3 credit hours.*

This is the clinical component of Basic Needs (86-101) in which the student begins to develop the skills necessary to assist man to meet his basic needs when he is unable to do so himself. The first part of the semester is spent in the college skills laboratory practicing basic nursing skills while the latter half of the semester the student spends in a hospital setting providing basic nursing care for an assigned patient utilizing the nursing process.

**10. CLINICAL NURSING***3 credit hours.*

This course is a laboratory component of 86-102. Each student will be scheduled to spend one week (12 clinical hours weekly) at a clinical agency designated for utilization by the nursing faculty. The focus is on the childbearing function of the family and deviations that may occur during the reproductive cycle.

**10. CLINICAL NURSING***3 credit hours.*

This course is a laboratory component of 86-102. Each student will be scheduled to spend one week (12 clinical hours weekly) at a clinical agency designated for utilization by the nursing faculty. The focus concerns the normal growth and development tasks of the family members of the family unit through the stages in the life cycle of Man. Emphasis is given to normal development, as well as possible deviations from the normal, in the early years of childhood.

**11. INTRODUCTION TO UNMET NEEDS***5 credit hours.*

This course focuses on the needs, problems and nursing care of patients manifesting varying degrees of mental health-illness. The major purpose of the course is to assist students in establishing effective one-to-one interactions with individuals and groups of people exhibiting mental problems. Prerequisites: 86-102, 86-104, 86-106, 69-202, 81-226, 22-103.

**15. BASIC CHEMISTRY***4 credit hours.*

A survey of the fundamental principles of chemistry with special emphasis on their application to chemical processes in mammal systems. Topics include chemical bonding, the properties of acids, bases and salts, the biochemistry of proteins, carbohydrates and lipids, cellular respiration, enzyme action and the molecular basis of health and disease. The laboratory emphasizes the use of instruments for making accurate physical and chemical measurements.

**20. SELECTED UNMET NEEDS I***4 credit hours.*

This lecture course focuses on selected, common, recurring needs/problems which affect Man's ability to meet his basic and higher needs. All age groups which develop such needs/problems will be examined. Current concepts in nursing theory assists in the move toward death with dignity. Prerequisite: 86-111. Corequisite: 81-302, 86-203, 86-205, 86-220.

## **86-202. SELECTED UNMET NEEDS II**

*Credit, four hours.*

This lecture course continues to focus on common, recurring health problems threaten Man's ability to meet his needs. All age groups which develop such problem examined. Current concepts in nursing, technique, and practice will be included. Nursing assists in the move toward health or death with dignity. Prerequisite: 86-201. Corequisite: 86-203, 86-204, 86-206.

## **86-203. CLINICAL NURSING**

*Credit, three hours.*

This course will identify selected, common, recurring health problems within the of nursing. Nursing care will be planned with individuals and families to re-establish and health and to prevent illness, utilizing the nursing process. In order to progress from 86-205 the student must satisfactorily perform nursing skills as outlined on the clinical la guides. Prerequisite: 86-111. Corequisite: 86-201.

## **86-204. CLINICAL NURSING**

*Credit, three hours.*

This course will identify selected, common, recurring health problems within the of nursing. Nursing care will be planned with individuals and families to re-establish and health and prevent illness. Correlates theory with practice to meet selected unmet assigned individuals. Prerequisite: 86-201, 203, 305. Corequisite: 86-202.

## **86-205. CLINICAL NURSING**

*Credit, three hours.*

This course will identify selected, common, recurring health problems within the of nursing. Nursing care will be planned with individuals and families to re-establish and health and prevent illness. Correlates theory with practice to meet selected unmet assigned individuals. Prerequisite: 86-203. Corequisite: 86-201.

## **86-206. CLINICAL NURSING**

*Credit, three hours.*

This course will identify selected, common, recurring health problems within the of nursing. Nursing care will be planned with individuals and families to re-establish and health and prevent illness. Focuses on unmet needs of a small group of patients. This ex assists the student in the transition to graduate nurse. Prerequisite: 86-201, 203, 204, 205. Corequisite: 86-202.

## **86-220. TRENDS IN NURSING**

*Credit, two hours.*

This course is based on an adaptation of Maslow's Hierarchy of Needs as they relate to basic needs of beginning practitioners of nursing. The history of nursing and current issues, ethics, legal aspects, professional organizations, nursing education, and patterns of practice are stressed. Prerequisite: 86-111. Corequisite: 86-201, 86-203, 86-205, 81-302.

## **PARK ADMINISTRATION**

### **79-201. INTRODUCTION TO PARK ADMINISTRATION**

*Credit, three hours.*

This is an introductory survey of the broad spectrum of the park administration including the philosophies of administration; the role of parks in modern society and their impact upon surrounding areas; and, the interrelationship of parks, tourism, natural and historic environment, and leisure time. Current developments in the field will be examined.

### **79-301. PARK MANAGEMENT I**

*Credit, three hours.*

In this course, the student will investigate the theories, practices, economics and management fundamental to the use of land and related resources for park purposes. Also, the organization and policy of different types of parks will be examined with emphasis on program development, park management practices and park operation plans. Prerequisite: 79-201.

## **20. PARK MANAGEMENT II**

*Three hours.*

This sequential course, the student will concentrate on the specific management problem-solving methods and procedures, capital and program budgeting, activity planning, personnel practices and maintenance concerns. Prerequisites: 79-201 and 79-301.

## **21. PARKS IN THE URBAN SETTING**

*Three hours.*

This course involves an examination of the organization and functional objectives of municipal, regional and national urban parks. The types of facilities, locational factors, and relationships with urban health and social service programs will be investigated. Prerequisite: 79-201.

## **22. STATE AND FEDERAL PARK POLICY**

*Three hours.*

This course will consider the origin, evolution and significance of public policy in park management on the state and national levels in the United States. Other contents will be the historical and social background for use of land for park purposes. Prerequisite: 79-201.

## **23. PROBLEMS IN PARK ADMINISTRATION**

*One to four hours.*

This course is for individual research or projects by advanced undergraduates on selected topics in the park administration field. The proposed study must have the prior approval of the director professor before registration. Prerequisites: Senior classification and consent of park administration professor.

## **24. DIRECTED FIELD PLACEMENT**

*One to six hours.*

A student will be placed with an appropriate park administrative agency after his junior year. He might participate in and observe the day-to-day operations of a park. Although flexible arrangements could be formulated for placement, it is preferred that this experience be completed in one semester or summer. For details, the manual for park administration field placements should be consulted. Prerequisites: 79-201, 79-301 and 79-302.

## **25. PHILOSOPHY**

### **25.01. INTRODUCTION TO PHILOSOPHY**

*Three hours.*

This course involves an introductory consideration of language, meaning and inference; of knowledge, truth and certainty; of types, (schools) of philosophy; of arguments regarding the existence of God; and of values.

### **25.10. SOCIAL PHILOSOPHY**

*Three hours.*

Analysis of theories of the nature of man, social institutions, social ethics, social purposes, patterns of relationship and the problem of freedom and regulation.

### **25.04. PHILOSOPHY OF RELIGION**

*Three hours.*

In this course, an analysis will be made of certain elements of religious thought. Problems of religious language, knowledge and faith, the existence of God and evil will be examined from various religious perspectives.

### **25.05. HISTORY OF PHILOSOPHY**

*Three hours.*

Survey of the major movements in philosophy from ancient Greece to the twentieth century.

### **25.06. TWENTIETH-CENTURY PHILOSOPHY**

*Three hours.*

Emphasis on pragmatism, existentialism and analytic philosophy.

### **25.15. ETHICS**

*Three hours.*

Problems of choice within the context of society as considered by representatives of various philosophical and Christian traditions.



## **PHOTOGRAPHY**

(SEE ALSO ART, COMMERCIAL ART AND PHYSICS)

### **35-180. FUNDAMENTALS OF PROFESSIONAL PHOTOGRAPHY**

*Credit, three hours.*

Comprehensive overview of the field of professional photography. Introduction to graphic methods and equipment. Use of small format cameras, development of negative contact and projection printing.

### **35-181. BLACK & WHITE PHOTOGRAPHY I**

*Credit, three hours.*

Fundamentals of B & W photography and darkroom techniques. Basic film processing and printing. Basic lighting and exposure selection. Composition, visual thinking and auxiliary lenses.

### **35-183. COMMERCIAL/INDUSTRIAL PHOTOGRAPHY I**

*Credit, three hours.*

Experience in varied aspects of commercial/industrial photography. Documentation in-plant record shots, publicity skills, research photography, advertising and product illustration. Visual aids, lighting, studio and location techniques. Use of view camera.

### **35-182. BLACK & WHITE PHOTOGRAPHY II**

*Credit, three hours.*

A continuation of B & W I. Processing and printing of 120 and 4 x 5 size film. Zones of exposure and development. Filters, advanced printing techniques.

### **35-184. PHOTOJOURNALISM**

*Credit, three hours.*

The tools and techniques of the news media and of business, public-relations, journalistic sports and publicity photography. Emphasis on small-format cameras, electronic flash, available-light photography. Examination of single picture, short picture stories, feature photography, layout and captions.

### **35-283. COMMERCIAL/INDUSTRIAL PHOTOGRAPHY II**

*Credit, three hours.*

A continuation of Commercial/Industrial Photography I. Advanced techniques in composition, studio and location photography.

### **35-284. COLOR PHOTOGRAPHY**

*Credit, three hours.*

A basic course in natural color photography. Includes fundamental principles, techniques and applications of reversal and negative-subtractive color materials and equipment. The production of color prints and transparencies. Discussion of the special demands of color technique, color relationships, light qualities and the kinds of characteristics of film.

### **35-285. PORTRAIT PHOTOGRAPHY**

*Credit, three hours.*

Studio and outdoor portraiture, including the fundamentals of lighting, posing and quarter and full-length figure. Emphasis on composition and psychology of obtaining expression. Use of lighting sources, including natural illumination, conventional studio equipment and electronic flash. Photography of men, women, teens, children, brides and groups.

### **35-286. EXPERIMENTAL PHOTOGRAPHY**

*Credit, three hours.*

Principles of design and composition through representational and non-representational forms. Personal exploration of photographic means to achieve photographs of high quality. Use of conventional and experimental techniques including photographic essay, postcard, multiple exposure, grain, blur, high contrast and macro techniques.

### **35-287. PRACTICUM IN PHOTOGRAPHY**

*Credit, six hours.*

Supervised off-campus work experience in photography or closely allied field. Seminars are held to evaluate the integration of theory and practice.

### 38. BASIC PHOTOGRAPHY

*in three hours.*

Fundamentals of black-and-white photography and darkroom techniques for non-photo art or Basic film processing and printing. Basic lighting and exposure selection. Compositional thinking, and use of auxiliary lenses with an emphasis upon the aesthetic considerations of photography.



## PHYSICAL EDUCATION

### 43-104. FOUNDATIONS OF HEALTH AND PHYSICAL EDUCATION

*Credit, three hours.*

The purpose of this course is to enable students to gain an overview of the Health and Physical Education professions. Philosophy, history and professional backgrounds are presented, as well as psychological, sociological, and scientific principles of health, safety and physical activity.

### 43-110. ELEMENTARY SCHOOL PHYSICAL EDUCATION ACTIVITIES

*Credit, three hours.*

The purpose of this course is to develop a working knowledge of the fundamental movement patterns as they relate to games, rhythms, and gymnastics. In addition, teaching methodology, program planning, and teaching opportunities in the public school system will be emphasized. (This course is restricted to students *not* majoring in physical education).

### 43-111. ELEMENTARY SCHOOL PHYSICAL EDUCATION ACTIVITIES

*Credit, three hours.*

The purpose of this course is to develop a working knowledge of the fundamental movement patterns as they relate to games, rhythms, and gymnastics. In addition, teaching methodology, program planning, and teaching opportunities in the public school system will be emphasized. (This course is restricted to physical education majors only).

### 43-125. ADVANCED LIFE SAVING

*Credit, one hour.*

This course emphasizes water safety skills. Satisfactory completion of this course certifies the student in Senior Life Saving by the American Red Cross. Students should be able to swim 500 yards continuously, using front crawl stroke, side stroke, a stroke done on their back using an inverted scissors or breaststroke kit, and breaststroke.

### 43-126. WATER SAFETY INSTRUCTOR

*Credit, one hour.*

This course emphasizes swimming skills from the beginner's through the advanced skills and also includes methods of teaching swimming skills. Satisfactory completion certifies the student as a Water Safety Instructor by the American Red Cross. Prerequisite: ARC Advanced Life Saving Certificate.

### 43-193. EXTRAMURAL SPORTS

*Credit, one hour.*

Instruction in the skills, techniques, and rules required for participation in an intercollegiate sport. Participation in practice sessions and intercollegiate athletic events on and off campus. May be substituted for the general studies physical education requirement. Can be taken a maximum of four semesters. Permission of instructor.

### 43-215. BASKETBALL-FOOTBALL

*Credit, two hours.*

The purpose of this course is to enable students to develop basic skills and techniques in team sports such as football and basketball.

### 43-218. BASEBALL-WRESTLING

*Credit, two hours.*

The purpose of this course is to enable students to develop fundamental skills and techniques in the theory and practice of baseball and wrestling.

### 43-226. ARCHERY-BOWLING

*Credit, two hours.*

This course enables the student to develop fundamental skills and techniques in the theory and practice of archery and bowling.

### 43-227. TENNIS-BADMINTON

*Credit, two hours.*

The purpose of this course is to enable students to acquire fundamental skills and techniques in the theory and practice of tennis and badminton.



**23. FIELD HOCKEY, SOCCER AND LACROSSE***duration: two hours.*

The purpose of this course is to enable development of basic fundamental skills and techniques in the theory and practice of team sports including field hockey, soccer and lacrosse.

**23. VOLLEYBALL AND SOFTBALL***duration: two hours.*

The purpose of this course is to enable students to develop fundamental skills and techniques in the theory and practice of team sports: Volleyball and Softball.

**24. GOLF-ANGLING***duration: two hours.*

This course enables students to develop fundamental skills and techniques in the theory and practice of individual sports, including golf and angling.

**24. MOVEMENT-RHYTHMS***duration: two hours.*

This course enables the student to learn basic rhythmic activities and to be able to select and present a graded program to elementary school children. In addition, this course is to give the student the experience and insight into the components of movement and their subdivisions. Each student will be expected to explain a bio-mechanical analysis of basic components of motor movement, stability activities, and manipulative activities which will be included in the course.

**24. GAMES AND AQUATICS***duration: two hours.*

The course in games provides the opportunity for students to learn and present games for all age levels.

The course in aquatics is designed to offer three levels of aquatic instruction.

1. To teach the non-swimmer beginner skills of swimming.

2. To present the beginner with intermediate basic skills of several strokes, along with other aquatic safety and rescue skills.

3. To introduce the swimmer to the understanding of good strokes and water safety skills.

**24. TUMBLING-GYMNASTICS***duration: two hours.*

This course is to give future teachers of physical education an opportunity to learn the fundamental skills of tumbling and gymnastics. Teaching methods and safety skills will be emphasized in the class. Class members will be given an opportunity to participate as student teachers in the General Studies Tumbling and Gymnastic courses.

**25. FOOTBALL OFFICIATING***duration: one hour.*

This course is designed to acquaint the student with the rules, regulations, techniques, and mechanics associated with football officiating. Students will be expected to assist in officiating various contests both on and off campus.

**25. BASKETBALL OFFICIATING***duration: one hour.*

This course is designed to acquaint the student with the rules, regulations, techniques, and mechanics associated with officiating basketball. Students will be expected to assist in officiating various contests both off and on campus.

**26. VOLLEYBALL OFFICIATING***duration: one hour.*

This course is designed to acquaint the student with the rules, regulations, techniques, and mechanics associated with officiating volleyball. Students will be expected to officiate volleyball contests both off and on campus.

**26. SOFTBALL-BASEBALL OFFICIATING***duration: one hour.*

This course is designed to acquaint the student with the rules, regulations, techniques, and mechanics associated with officiating softball-baseball. Students will be expected to officiate softball-baseball contests both off and on campus.

### **43-304. CARE AND PREVENTION OF ATHLETIC INJURIES**

*Credit, two hours.*

A theory and laboratory course dealing with the prevention, care and strapping of injuries. Particular emphasis is placed on safety in sports activities.

### **43-324. APPLIED ANATOMY AND PHYSIOLOGY**

*Credit, four hours.*

The purpose of this course is to give the student a background in Anatomy and Physiology and then through lab work to demonstrate how the physiological functions change with exercise. Prerequisites: 43-104, 81-101, 81-102.

### **43-327. TRACK AND FIELD EVENTS**

*Credit, two hours.*

This course is designed to prepare the teacher-coach in teaching the fundamental and advanced skills of track and field. Also, the training and conditioning of athletics along with the psychological application will be covered. The administration of meets will be dealt with.

### **43-343. THEORY AND PSYCHOLOGY OF COACHING**

*Credit, two hours.*

The student taking this course will be exposed to organization and theory of coaching, as well as differing philosophies of coaching.

### **43-380. PERCEPTUAL MOTOR LEARNING**

*Credit, three hours.*

This course is designed to acquaint the student with the different aspects of learning motor skills. It will further enable the students to recognize deficiencies related to motor learning and adjust teaching procedures to cope with inherent disabilities.

### **43-390. ADMINISTRATION OF AQUATIC PROGRAMS**

*Credit, three hours.*

This course provides basic knowledge needed by aquatic administrators and pool managers. It considers the organization and planning of aquatic programs and facilities, pool chemistry, health standards, legal implications and special programs.

### **43-401. ADAPTED PHYSICAL EDUCATION**

*Credit, two hours.*

This course acquaints the student with the problems underlying the need for an adapted physical education program. The course will cover the organization and administration of physical education programs for the handicapped.

### **43-405. KINESIOLOGY**

*Credit, three hours.*

The purpose of this course is to enable the student to understand and apply the principles of mechanics of body movement to sports and other activities. Prerequisite: 43-324

### **43-406. ADMINISTRATION OF HEALTH AND PHYSICAL EDUCATION**

*Credit, three hours.*

The purpose of this course is to enable personnel in health, physical education and related fields to understand and to interpret the philosophy, principles, problems, policies and procedures essential to the development of desirable programs in those fields. Consent of instructor.

### **43-408. FIELD WORK IN CORRECTIVE THERAPY**

*Credit, ten hours.*

This course is offered in conjunction with the Veterans Administration Center at Martinsburg, WV, where students interested in corrective therapy may take clinical training and be certified as corrective therapists. This course must be taken while the student is enrolled at the college. Further details may be obtained from the Division Chairman.

### **43-410. TESTS AND MEASUREMENTS IN PHYSICAL EDUCATION**

*Credit, two hours.*

The purpose of this course is to enable the student to develop testing and measurement techniques applicable to physical education.

**29. INDEPENDENT STUDY IN PHYSICAL EDUCATION***3 credit, one to three hours.*

This course is designed primarily for seniors with averages of 3.0 or above who are seeking opportunity for the investigation of professional problems. This study is particularly recommended for those students who plan to do graduate study in physical education or its related fields. Permission of the Division Chairman is required for enrollment in this course.

**PHYSICS****21. GENERAL PHYSICS***3 credit, four hours.*

An introductory treatment of fundamentals of mechanics, heat, and sound. Three one hour lecture periods and one 2-hour laboratory per week.

**21. GENERAL PHYSICS***3 credit, four hours.*

An introductory treatment of the fundamentals of electricity, magnetism and light. Three one hour lecture recitation periods and one 2-hour laboratory period per week. Prerequisite: 83-211

**30. ELECTRONICS***3 credit, four hours.*

A development of the fundamental concepts and principles of vacuum-tube and semiconductor theory and their application to such circuits as power supplies, amplifiers and oscillators. Prerequisites: 83-211 and 83-212 and consent of instructor.

**30. PHOTOGRAPHY***3 credit, three hours.*

An introductory course in photography primarily intended for recreation majors and students in elementary education but open to others, whose interests may be served. Simple applications of photographic techniques will be stressed through individualized activities. Auto-tutorial materials will be employed. Course work will consist of exercises directed toward developing competencies in classroom and recreational photography.

**31. PHOTOGRAPHIC SCIENCE***3 credit, three hours.*

An introductory course covering the chemistry and physics of photography. The characteristics of various cameras, lenses, filters, light sources and photographic emulsions will be covered. Some laboratory exercises will be carried out.

**31. MECHANICS***3 credit, four hours.*

A development of the fundamental concepts and principles of mechanics, using mathematical methods. Prerequisites: 83-211 and consent of instructor.

**32. HEAT***3 credit, four hours.*

A development of the fundamental concepts concerning heat, the gas laws and elementary thermodynamics. Prerequisites: 83-211 and consent of instructor.

**32. LIGHT***3 credit, four hours.*

Covers the fundamental principles of geometrical and physical optics. Work is done in calculations, instruments, spectrometry, interferometry and polarization. Prerequisites: 83-212 and consent of instructor.

**32. ELECTRICITY AND MAGNETISM***3 credit, four hours.*

An introduction to the theory of electricity and magnetism and to its application in practical problems. Prerequisites: 83-212 and consent of instructor.



### **83-323. INTRODUCTION TO MODERN PHYSICS**

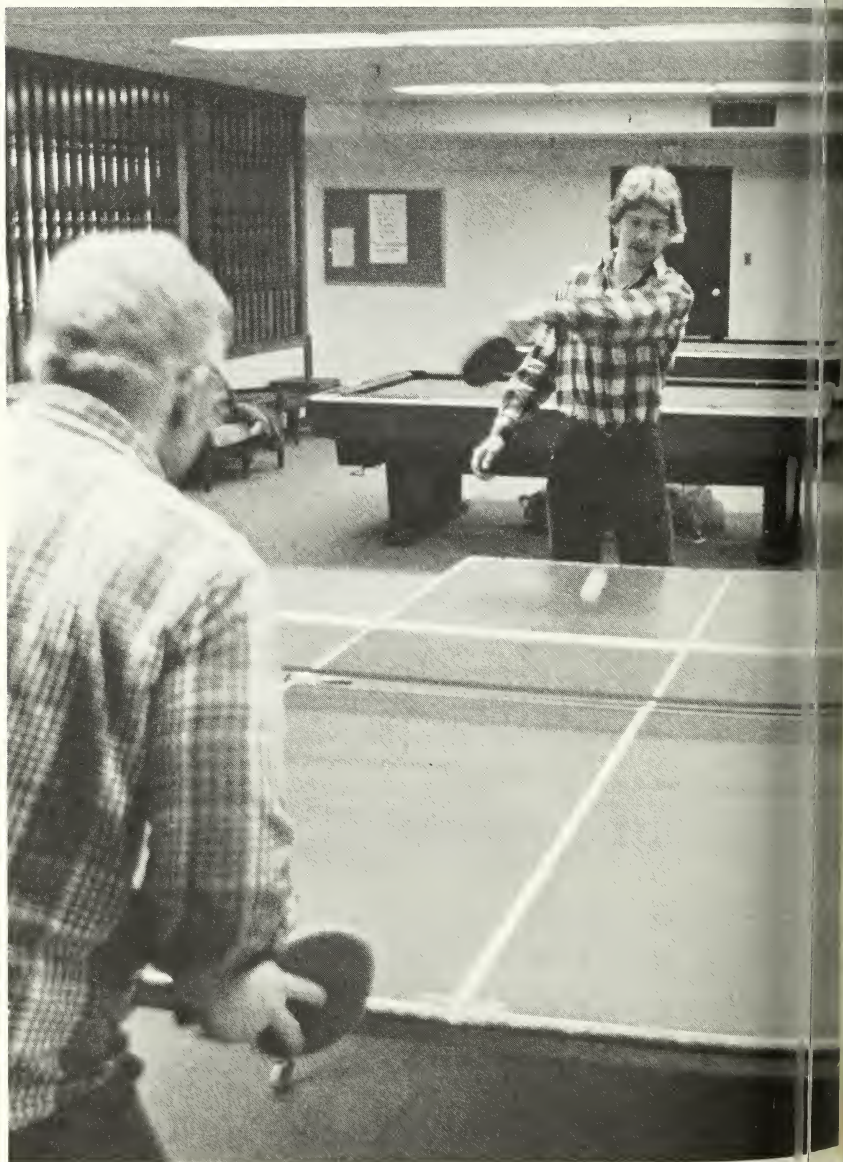
*Credit, four hours.*

An introduction to contemporary atomic physics. Particle analysis, phenomena connected with the structure of the atom. Radioactivity and evidence for the planetary model of the atom are treated. Electron and nuclear masses and charges are also considered. Prerequisites: 83-211 and 83-212 and consent of instructor.

### **83-401, 83-404. SPECIAL PROJECTS**

*Credit, one hour per semester.*

Experimental and theoretical research projects in specific areas of physics. Project assignment dependent upon student's ability and interest.



## **POLITICAL SCIENCE**

### **0. POLITICS AND GOVERNMENT**

*3 credits, 3 hours.*

Consideration of concepts and issues essential to the understanding and study of politics. Traditional and modern theories of the political system, including communism, fascism, democracy and socialism, are examined in an American and international context — including specific nations (e.g. U.S.S.R., Britain, China, etc.). The approach of this course will be both empirical and normative.

### **0. AMERICAN FEDERAL GOVERNMENT**

*3 credits, 3 hours.*

A study of the functions and administration of the government of the United States.

### **0. STATE AND LOCAL GOVERNMENT**

*3 credits, 3 hours.*

A study of the functions and administration of the government on the state and county levels.

### **20. INTRODUCTION TO PUBLIC ADMINISTRATION**

*3 credits, 3 hours.*

Introductory study of the development, organization, procedures, processes and human factors in governmental administration. Particular emphasis will be placed on the study of administrative practices in the Federal, state and local governments in the United States. Prerequisites: 72-101 and 72-102 or the equivalent.

### **30. PUBLIC POLICY**

*3 credits, 3 hours.*

Study of the public policy development and implementation in the United States, with emphasis on the ways in which cultural, political and institutional factors may inhibit or expedite the development of public policies designed to meet societal needs; and with consideration of selected current issues of public policy within this framework. Prerequisite: 72-101.

### **30. PRESIDENT AND CONGRESS**

*3 credits, 3 hours.*

Study of the ways in which Presidents and Congressmen attempt to meet their responsibilities within the context of the institutional and political features of the American system; an analysis of the complex relationships between President and Congress; and a consideration of President and Congress in relation to past, present and possible future settings. Prerequisite: 72-101.

### **31. POLITICAL PARTIES**

*3 credits, 3 hours.*

A study of the nature, growth and methods of political parties and the conduct of elections.

### **31.5. EARLY POLITICAL THEORY**

*3 credits, 3 hours.*

A general survey of leading theories from ancient times to the present. Includes an opportunity to study the influence of political and social ideas upon the fundamental institutions of modern societies.

### **31.6. RECENT AND CONTEMPORARY POLITICAL THEORY**

*3 credits, 3 hours.*

The recent schools of political thought are presented with particular emphasis on the basic principles of the contemporary period.

### **32.5. COMPARATIVE GOVERNMENTS**

*3 credits, 3 hours.*

A comparative study of modern political institutions with particular attention to European government and politics.

## **72-326. COMPARATIVE GOVERNMENTS**

*Credit, three hours.*

This course will examine the governments of the Soviet Union, Communist China and Eastern Europe. Their ideology, theory, institution, leadership and politics and their relations with other communist countries will be emphasized.

## **72-400. CONSTITUTIONAL POLITICS**

*Credit, three hours.*

The course is an examination of the structure and political relationships of federal and local courts, with an emphasis upon the interaction between courts and other elements of the political process.

## **72-401. CONSTITUTIONAL LAW**

*Credit, three hours.*

Development of the American constitutional system and its workings. The relationship of the constitution to present political, social and economic problems.

## **72-403. INTERNATIONAL RELATIONS**

*Credit, three hours.*

Surveys the political relationship among states, emphasizing methods and techniques of diplomacy. It also analyzes concepts like the balance of power, collective security and peaceful settlements of disputes.

## **72-404. INTERNATIONAL ORGANIZATION OR WORLD GOVERNMENT**

*Credit, three hours.*

Examines the theory, structure of international organization with special emphasis on the U.S. The other organizations which will be discussed include N.A.T.O., European Community, Market, SEATO, OAS and other regional organizations.

## **72-407. INTRODUCTION TO INTERNATIONAL LAW**

*Credit, three hours.*

A survey of the nature, sources and development of international law. Study of selected elements through case studies will be stressed.

## **72-412. METROPOLITAN POLITICS**

*Credit, three hours.*

An examination of local government in metropolitan areas; emphasis is placed on economic, demographic and political characteristics of the urban community and the requirements for effective and responsive government. Prerequisites: 72-101 and 72-102

## **72-413. TECHNIQUES OF RESEARCH**

*Credit, three hours.*

An opportunity for independent study and preparation for graduate work. Includes methodology, historiography and extensive work with source materials. This course is recommended for both History and Political Science majors.

## **72-443. INTERNSHIP IN GOVERNMENT**

*Credit, one to fifteen hours.*

This course provides full- or part-time work experience in federal, state or local government so that a student might gain practical knowledge in the formulation and implementation of public policies. Participants in this program must submit proposals during the semester preceding the internship to the Division Chairman and to the faculty member responsible for the program in the division. The proposal must describe the internship itself, the agency or organization, the supplementary readings and other expectations, the process of evaluation and the number of hours to be granted upon successful completion. All proposals must be approved by the Division Chairman and the Academic Dean; if more than one division is involved in the program, the proposal must have the approval of the respective chairmen and the Academic Dean. Candidates for the Public Service-Learning Internship Program coordinated by the Weir Board of Regents must apply under the guidelines set by the Board to the Coordinator of the Government Internship Program of the college.



**PSYCHOLOGY****01 INTRODUCTION TO PSYCHOLOGY***3 credits, 3 hours.*

A survey course introducing the core areas of psychology, including an introduction to the biological, learning, personality, and abnormal psychology.

**04 GENERAL PSYCHOLOGY***3 credits, 3 hours.*

A continued survey of the basic areas of psychology. The course includes such topics as emotion and motivation, intelligence and creativity, perception, and adjustment. Prerequisite: 22-103.

**03 DATA ANALYSIS IN PSYCHOLOGY***3 credits, 3 hours.*

An introductory exposure to experimentation and to the research tools of psychology, to the reading of psychological research literature and the interpretation of research results. The student will be required to do an individual research project in this course. Prerequisite: 22-103.

**05 SOCIAL PSYCHOLOGY***3 credits, 3 hours.*

A study of the interaction of individuals in group situations, the products of collective behavior, and their influence upon the individual. Prerequisite: 22-103.

**02 PSYCHOLOGY OF MENTAL HEALTH***3 credits, 3 hours.*

A course concerned with the dynamics of human adjustment to environmental demands. Prerequisite: 22-103.

**10 PSYCHOLOGY OF PERSONALITY***3 credits, 3 hours.*

A study of a variety of theories of personality determinants, structure, and functioning. Prerequisite: 22-103.

**11 INTRODUCTION TO CLINICAL PSYCHOLOGY***3 credits, 3 hours.*

An introduction to the methods, techniques and approaches to an understanding of personality and the treatment of emotional disturbances. Prerequisite: 22-103.

**12 PRACTICUM IN PSYCHOLOGY I***3 credits, 3 hours.*

This course consists of six hours of practical experience and a two-hour supervisory seminar related to paraprofessional work in psychology. The individual student must notify the psychology committee well in advance of registration so they can give the student appropriate feedback as to his eligibility. Prerequisites: The student must be recommended by a committee composed of the psychology faculty and two students commissioned by the faculty. Students are selected on the basis of both academic standing and character. The student must have had at least 6 hours of upper level courses in psychology. Normally, the course is available only to majors. For students minoring in psychology, or others, special permission of the instructor is required.

Description: If a student is selected, then he may elect this course, stating a preference for one of the following areas: (1) Teaching (2) Research (3) Clinical work.

Teaching Assistants: The student is responsible for teaching a minimum of three one-hour lecture sessions of either 22-103 or 22-104 during the course of the semester. Once topics are selected in consultation with the course instructor, the intent of the program is to allow him considerable latitude and responsibility in his role as an assistant student in psychology. Details of his non-teaching responsibilities related to the course are to be worked out in consultation with the course instructor.

Research: Once approved, the student may elect to undertake an independent and worthwhile research in psychology under the guidance and supervision of an interested faculty member. Arrangements may be made for him to work as a research assistant at an institution approved, coordinated and supervised by the faculty.

Clinical Assistant: Once the student has been approved, he may elect to work in a local mental health or community service facility approved, coordinated and supervised by the instructor.

### **22-313. PRACTICUM IN PSYCHOLOGY II**

*Credit, three hours.*

Same course description as 22-312. A second practicum in Psychology. Prerequisite: 22-312.

### **22-314. FIELD EXPERIENCE IN ART THERAPY**

*Credit, three hours.*

Same course description as 22-312, Practicum in Psychology. This course shall be listed separately in title only from that of 22-312, Practicum in Psychology. In order to receive undergraduate art therapy recommendations of the American Art Therapy Association, it is necessary for the practicum to be identified as "Field Experience in Art Therapy." This course will be offered at the same time, etc., as 22-312 (when demanded) and will meet all the requirements and expectations of 22-312.

### **22-316. ART THERAPY**

*Credit, three hours.*

An introduction to therapeutic techniques using artistic productions as an aid in psychotherapy. The course involves an analysis of approaches with specific clinical populations: juvenile delinquents, geriatric clients, etc. This course also includes an historical and appraisal of the use of art therapy in both clinical practice and research. Prerequisite: 22-103.

### **22-320. HISTORY AND SYSTEMS OF PSYCHOLOGY**

*Credit, three hours.*

An overview of the historical and philosophical basis of psychology and their relationship to contemporary systems. Prerequisite: 22-103.

### **22-360. ABNORMAL PSYCHOLOGY**

*Credit, three hours.*

A study of the classifications, dynamics, symptoms, and treatment of abnormal behavior. Prerequisite: 22-103.

### **22-362. PSYCHOLOGY OF LEARNING AND COGNITION**

*Credit, three hours.*

The psychology of animal and human conditioning, learning and cognitive processes. Prerequisite: 22-103.

### **22-363. PHYSIOLOGICAL PSYCHOLOGY**

*Credit, three hours.*

An investigation of the interaction between physiological and psychological processes in the functioning of the human organism. Prerequisite: 22-103.

### **22-364. LIFESPAN DEVELOPMENTAL PSYCHOLOGY**

*Credit, three hours.*

This course provides a survey of the development dynamics of the human life cycle from conception through the aging and death processes. Prerequisite: 22-103.

### **22-400. EXPERIMENTAL PSYCHOLOGY**

*Credit, three hours.*

The contents and methods of experimentation in Psychology. Prerequisites: 22-200 or 85-314.

### **22-404. PSYCHOLOGY SEMINAR**

*Credit, three hours.*

A course designed to serve the needs of students who are majoring or minoring in psychology and who expect to pursue graduate studies in the field. The purpose of this course is to allow faculty to expose students to topics not included in the present curriculum, or to include topics, although included, are not covered in sufficient depth for pre-professional students. Topics may include sharing the results of individually assigned readings, individualized research projects, a discussion of theoretical or research topics as reported in contemporary literature, and other topics chosen by the faculty instructor. Prerequisite: Permission of instructor.

## **5. PSYCHOLOGICAL TESTS AND MEASUREMENTS**

*3 credit hours.*

This course is designed to develop knowledge of psychological instruments available for the study of human behavior and skill in administering and interpreting those tests and measurements. Prerequisite: 22-103.

## **6. RECREATION AND LEISURE SERVICES**

### **60. INTRODUCTION TO LEISURE SERVICES**

*3 credit hours.*

This course provides the student with the historical and philosophical foundations of recreation and leisure services. Each student shall acquire an understanding and appreciation of the field and its impact on society. Career opportunities in recreation and the place of recreation in society will be discussed.

### **65. ADMINISTRATION OF INTRAMURALS**

*2 credit hours.*

This course provides students an opportunity to acquire field experiences in the administration of intramural activities. Each individual will assist in the organization, administration and supervision of intramural activities both on and off campus.

### **66. GAMES OF LOW ORGANIZATION**

*1 credit hour.*

This course provides students an opportunity to learn and present games of primary and secondary organization. Emphasis is placed on the development of strong leadership traits and control of group situations.

### **60. FIELD EXPERIENCES IN RECREATION AND SEMINAR**

*2 credit hours.*

This course is designed to provide the student with practical career related experiences in recreation services. An 80-hour supervised experience is required. Students should inquire the semester prior to the experience and should consult the Major's Handbook for specific course details and requirements. Prerequisite: 45-140.

### **4. PROGRAM ADMINISTRATION**

*3 credit hours.*

This course prepares the student to use programming in different recreational settings, including agency, military, religious, outdoor, industrial, commercial, and conference recreation. Prerequisite: 45-140.

### **5. RECREATION LEADERSHIP**

*3 credit hours.*

This course provides students with the competencies necessary to be a successful leader. The student is given the opportunity to observe and conduct actual recreation activities both in the classroom and in actual recreation settings. Forty hours out-of-class recreational activity and leadership experience are required.

### **6. RECREATION PROGRAMMING**

*3 credit hours.*

This course investigates the principles, policies, and procedures needed to organize, plan and conduct recreation programs. Prerequisite: 45-140 or permission of instructor.

### **10. INTRODUCTION TO THERAPEUTIC RECREATION**

*3 credit hours.*

This course provides the student with an understanding of the methods and techniques of therapeutic recreation serving special populations with recreation opportunities. A 40-hour field experience in a therapeutic setting is required for students in the Therapeutic Recreation option.

### **11. MEDICAL TERMINOLOGY FOR THERAPEUTIC RECREATION**

*1 credit hour.*

This course familiarizes the therapeutic recreation student with the medical terminology in the rehabilitation setting. The course uses vocabulary as a method to explore the therapeutic setting. This course is recommended to be taken in conjunction with 45-430. Prerequisite: 45-30.



## **45-332. CAMP COUNSELING**

*Credit, three hours.*

This course provides students with counseling and outdoor leadership skills needed to be a camp counselor at resident camps, environmental education centers, and outdoor programs. The American Camping Association's Outdoor Leadership Skills (OLS) program is included in the course's content. A weekend field experience is required.

## **45-370. OUTDOOR EDUCATION**

*Credit, three hours.*

A study of outdoor education "in" and "for" the out-of-doors. The course includes the development of the outdoor education movement in the United States, school camping, environmental education, survival education, conservation education, and outdoor living. A weekend resident field experience at an outdoor education center is required.

## **45-407. ADMINISTRATION OF LEISURE SERVICES**

*Credit, three hours.*

This course prepares the student to manage recreation and leisure service organizations in the public and private sectors. The course includes: facility and area design, public relations, personnel management, budgeting and management theory. Prerequisites: 45-140; junior status recommended.

## **45-420. HISTORY AND PHILOSOPHY OF RECREATION**

*Credit, three hours.*

This course investigates the philosophical and historical implications of leisure and its effects on the development of the recreation and parks movement in the United States. Junior status recommended.

## **45-430. THERAPEUTIC RECREATION PROGRAM**

*Credit, three hours.*

This course provides the student with an understanding of the methods and techniques employed in conducting recreation programs for special populations, including the development of individual program plans. Prerequisite: 45-330.

## **45-431. LEISURE COUNSELING FOR SPECIAL POPULATIONS**

*Credit, three hours.*

This course prepares the student to use leisure counseling in the rehabilitation of special populations. Techniques and approaches used for different special populations are discussed. Prerequisite: 45-330.

## **45-450. FIELD EXPERIENCES IN RECREATION AND SEMINAR**

*Credit, six hours.*

This course provides the student with a supervised career related experience in a recreation service organization. The student must complete a minimum of 400 agency hours in a supervised experience which enhances planning, leadership, administrative and supervisory skills. The student should consult the Major's Handbook for specific course procedures and requirements. Prerequisites: 45-140; 45-316; junior/senior status.

## **45-490. INDEPENDENT STUDY IN RECREATION**

*Credit, one to three hours.*

This course is designed primarily for seniors with averages of 3.0 or above who want an opportunity for the investigation of professional problems. This study is particularly recommended for those students who plan to do graduate study in Recreation and Leisure. Permission of the Division Chairman is required for enrollment in this course.

## **RELIGION**

### **68-308. OLD TESTAMENT**

*Credit, three hours.*

In this survey of the Old Testament, concentration will be on the history of the covenant-community of people, their understanding of life in relation to God and the forms in which they expressed this understanding.

**9. NEW TESTAMENT***three hours.*

Life and teachings of Jesus as described in the Gospels, the writings of Paul and the rest of other New Testament books will be studied along with certain critical questions in authorship and interpretation of New Testament material.

**10. GREAT RELIGIOUS BOOKS***three hours.*

This course examines a number of the great books which have helped shape classic thought in Western culture. The concepts of law, justice, order, authority and salvation, as found in the writings of major religious thinkers are stressed. Selections from the Old and New Testaments, St. Augustine, Abelard, Aquinas, Luther, Calvin, Hooker, Pascal, Kant, Hegel, Tillich, Bonhoeffer, Barth and Buber will be read and discussed.

**11. HISTORY OF CHRISTIANITY TO 1525***three hours.*

The history of Christianity from New Testament times to the Reformation will be studied. Emphasis will be on geographical spread, significant persons, philosophies, governments and religious concerns.

**12. SAFETY EDUCATION****13. SAFETY EDUCATION***three hours.*

This course emphasizes principles, concepts and methodology of the safety movement, prevention and legal aspects involving school activities.

**14. SCHOOL AND HIGHWAY TRANSPORTATION***three hours.*

An overview of the development, management and operation of school and highway transportation systems and their implications for the traffic educator. Prerequisite: 47-216.

**15. INTRODUCTION TO DRIVER AND TRAFFIC SAFETY EDUCATION***three hours.*

An introduction to and analysis of the driving task. The theory and practical application will be provided. Prerequisite: 47-216.

**16. LABORATORY PROGRAM IN DRIVERS EDUCATION***three hours.*

The determination of the aims, objectives, and role of laboratory programs in driver and traffic education. Directed laboratory experiences with new drivers will be provided. Prerequisites: 47-216 and 47-318.

**17. FIRST AID AND EMERGENCY PREPAREDNESS***two hours.*

This is the standard and advanced course in first aid and emergency care.

**18. FIRST AID INSTRUCTOR***one hour.*

This is the instructor course in first aid. Students who satisfactorily complete this course will be certified by the American National Red Cross as first aid instructors. Prerequisite: 47-353.

**19. CURRENT TRENDS IN HEALTH AND SAFETY EDUCATION***three hours.*

A study of current issues in health and safety. Organizational, administrative and superintendence problems of safety education as they relate to the total school and other specialized programs. Historical and philosophical aspects, evaluation, related professional organization and educational opportunities. Prerequisite: 47-216.

**20. INDEPENDENT STUDY IN SAFETY EDUCATION.***one to three hours.*

This course is designed primarily for seniors with averages of 3.0 or above who are seeking credit for the investigation of professional problems. This study is particularly recommended for those students who plan to do graduate study in safety education or its related fields. Approval of the Division Chairman is required for enrollment in this course.

## **SOCIAL WELFARE**

### **75-201. INTRODUCTION TO SOCIAL WORK**

*Credit, three hours.*

This sophomore-level course is designed to introduce the beginning level social worker to the issues and knowledge with which Social Welfare and Social Work are concerned. Through examination of the scope of social welfare as a concept, the structures that have grown out of it, and the theory and practice techniques which enable the structures to function, the course will attempt to lay the base for later, more detailed and advanced study of basic theory and practice concerns. The student will be introduced to the generalist concept of social work practice upon which the undergraduate curriculum is built, and will have the opportunity to explore his/her own readiness to identify with the values, principles and practices of the social work profession. Required for all social work majors. Prerequisites: 73-203, 22-103, and 22-104. of instructor.

### **75-301. SOCIAL WELFARE AS A SOCIAL INSTITUTION**

*Credit, three hours.*

This course surveys the historical development of social welfare institutions and the societal processes devised to deal with social welfare concerns. Special attention is given to the origin and development of the American social welfare system as well as current trends and issues in the social welfare field. Prerequisites: 73-203 and 73-205.

### **75-305. HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT**

*Credit, three hours.*

The purpose of this course is to introduce students to the relationship between social work theories fundamental to understanding human behavior and human services. The basic concepts of human behavior theory is explored as it applies to human-helping services in social work as well as specific applications of theory to specific services. In accomplishing the course purpose the student is expected to integrate theories, concepts and facts learned in previous psychology, sociology and social welfare courses. A social systems approach is used to formulate a theoretical framework for analyzing culture, society, communities, organizations, small groups, families and the individual. Prerequisites: 22-103 and 22-104.

### **75-311. SOCIAL WORK METHODS I**

*Credit, three hours.*

This course is an introduction to the basic interviewing techniques and skills used in social work practice. The mechanics of conducting interviews, gathering information, and recording interviews will be covered. Techniques used in one-to-one interviews, multiple interviews and groups will be discussed.

### **75-312. SOCIAL WORK METHODS II**

*Credit, three hours.*

This methods course exposes the student to the fundamental concepts and principles of direct person-to-person social work practice and the theories of human behavior used in social work intervention. A major aim of the course is to acquaint the student with theoretical strategies and assumptions in functioning as a change-agent. The basic social work problem solving processes, decision making methods and means of collecting and analyzing data are covered. Prerequisite: 75-311.

### **75-313. CHILD WELFARE SERVICES**

*Credit, three hours.*

This course is an introduction to the areas of child welfare problems, needs and services in America. The historical development of child welfare services is surveyed as well as with major current issues. Course content includes public and private agencies, and social services in the categories of dependent and neglected children, delinquent children, physically and mentally handicapped children, adoptions, foster care and institutional services. Prerequisite: 75-301.



**02 SOCIAL GERONTOLOGY***3 credit hours.*

An interdisciplinary consideration of the sociological, psychological, and biological processes of aging with emphasis on modes of social intervention. Important aspects of the biography of the aged are clarified, as is the aging's relationship with the family. Studies in brain intelligence, memory, brain function, and behavior accompany a look at the physical aspects of the psychology of aging. Normal and pathological physical changes, and effects of exercise receive attention. Discussions of environmental and social issues such as aging, obligation of life, institutionalization, economics, neighborhood planning, public policy, and community services are examined in their particular applications to older persons and the aging process. Strategies and techniques of the development and delivery of social services are presented. Prerequisites: 75-301, 305, 311, 312, or consent of instructor.

**04 SOCIAL WELFARE SEMINAR***3 credit hours.*

This course is designed to give the advanced undergraduate student an opportunity to synthesize and integrate in a generic way knowledge learned in individual courses covering other areas of content. There is in-depth analysis of social work values, professional social change and systems of delivering human welfare services. Prerequisites: 75-311, 312.

**07 FIELD EXPERIENCE IN SOCIAL WORK I***3 credit hours.*

This course is the culmination of the social welfare student's course work in which the student will be expected to transform theory into practice through direct delivery of human services in an approved community agency under the direction of a qualified supervisor. The student works in an agency ten hours per week and attends a two-hour seminar held weekly on the college campus. The college faculty and the agency supervise work closely to insure the student undergoes an intense, thorough, broad experience in direct service to people in need. Prerequisites: 75-311, 75-312.

Not All students required to complete field work must fill out a "Field Work Application" form and complete during the semester preceding the proposed field work. Forms can be obtained from the Social Welfare Program Coordinator.

**08 FIELD EXPERIENCE IN SOCIAL WORK II***3 credit hours.*

Continuation of Field Experience in Social Work I.

Not All students required to complete field work must fill out a "Field Work Application" form and complete during the semester preceding the proposed field work. Forms can be obtained from the Social Welfare Program Coordinator.

**09 FIELD EXPERIENCE SEMINAR***3 credit hours.*

The purposes of this weekly seminar are to aid the student in meeting the objectives of the Field Experience Program, and to apply, in an integrated manner, the theoretical concepts and principles learned in the classroom to the actual delivery of social services. Through use of the presentation format, the student will be exposed to a variety of change agent, client, and action systems, and will further develop the ability to analyze and evaluate differing professional approaches and techniques. The seminar will also expand the students' knowledge and experience with group problem-solving and professional relationships. Prerequisites: 75-311, 75-305 or consent of instructor.

**15, 5-416. READING IN SOCIAL WELFARE***3 credit hours.*

This course will deal with selected, in-depth analysis of specialized areas of social welfare. The class is structured around intensive reading in a concentrated area with follow-up discussion. Each student prepares a research paper exploring some aspect of the topic under study. The student may include historical analysis, policy formulation, practice theory, comparative policy analysis, and research theory and methodology. Prerequisites: 75-301, 75-310, 75-311 or consent of the instructor.



## **SOCIOLOGY**

### **73-203. GENERAL SOCIOLOGY**

*Credit, three hours.*

Origin and development of groups and social changes. Prerequisite for all other courses in Sociology and/or Social Welfare. Not recommended for Freshmen.

### **73-205. SOCIAL PROBLEMS**

*Credit, three hours.*

A study of current sociological problems

### **73-303. THE FAMILY**

*Credit, three hours.*

A short history of types of families and a study of orderly family living.

### **73-307. POPULATION AND URBAN PROBLEMS**

*Credit, three hours.*

A study of the theories of population, the interdependence of the peoples of the world, and the role of population as a factor in the analysis of social problems.

### **73-309. SOCIOLOGY OF RELIGION**

*Credit, three hours.*

The structure and function of organized religion in traditional and industrial societies. A study of the reciprocal relations of religious, economic and political systems in contemporary society.

### **73-312. INTRODUCTION TO JUVENILE DELINQUENCY**

*Credit, three hours.*

Gives an overall view to the major problems involved in juvenile delinquency. Emphasis is placed upon the individualization of the youthful offender, the nature and function of the juvenile courts, problems of parents and the more effective usage of community resources.

### **73-314. GENERAL ANTHROPOLOGY**

*Credit, three hours.*

A general survey of the origins of man and the development of prehistoric cultures.

### **73-315. CULTURAL ANTHROPOLOGY**

*Credit, three hours.*

A study of primitive cultures with respect to range and variability of human behavior. Presented to show the continuity of social life from basic human beginnings to present-day civilization.

## **01 CULTURE IMPACT ON SOCIAL GROUPS**

*it, three hours.*

A survey of human behavior and social attitudes under actual life conditions. Emphasis is upon the influence of cultural sub-groups on the development of personality, national character, ethos, and patterns of motivation as reflected by the values of the group. While the course is world-wide, special attention is given to black and Appalachian culture.

## **02 INDUSTRIAL SOCIOLOGY**

*it, three hours.*

Industrial, business and other work units as social systems; the sociology of human relations; a study of people in this world of work.

## **03 CRIMINOLOGY**

*it, three hours.*

An inquiry into crime causation and treatment, with complementary attention given to the types of crime.

## **04 ETHNIC RELATIONS**

*it, three hours.*

A survey of ethnic relations within American society, supplemented with illustrations from other societies.

## **05 SOCIOLOGY SEMINAR**

*it, three hours.*

This course is designed for those students who have a major or minor in Sociology and who intend to pursue graduate study in the field.

## **06 RESEARCH METHODS**

*it, three hours.*

The purpose of this course is to introduce the scientific method in sociology research. It includes the development and testing of hypotheses and will cover techniques such as observation, interviewing and questioning.

## **07 COMMUNICATION IN AMERICAN SOCIETY**

*it, three hours.*

Special emphasis is placed upon mass communications and the structure and function of communication as the art of transmitting information, ideas, concepts and attitudes from one social group to another.

## **08 SOCIAL THEORY**

*it, three hours.*

The nature and development of social thought from ancient times to the present is surveyed. The influence upon social conditions by the development of sociological theories is stressed.

## **09 SOCIAL STRATIFICATION**

*it, three hours.*

A study of the factors which account for differences in influence, power and social prestige by different individuals and groups in the community and the society. Also considered are theories of stratification and the relationships between social class and education, occupation, political preference and religious affiliation. The relationship between social class and social mobility is reviewed.

## **10 SPEECH, DRAMA, AND BROADCASTING**

### **01. VOICE AND DICTION**

*it, three hours.*

This course employs phonetics, exercises in reading poetry, prose, drama and tape recordings to improve diction, voice quality, reading and speaking ability.

### **02. FUNDAMENTALS OF SPEECH**

*it, three hours.*

A course emphasizing the development of communicative skills in various speaking situations. Prerequisite: 60-101.



### **69-203. PLAY ACTING**

*Credit, three hours.*

Principles of the art and craft of acting on the stage. Role analysis, concentration and the techniques of adapting oneself physically and mentally to the role will be stressed. Attention may also be given to theatre games and improvisation.

### **69-204. ELEMENTS OF DRAMATIC PRODUCTION**

*Credit, three hours.*

A study of stagecraft, scene design, direction, acting, costuming, make-up, light selection, casting and theatre management. Students will be required to participate in activities of the college.

### **69-207. THEATRE PRACTICE**

*Credit, one hour.*

Laboratory experience is gained by working on the dramatic productions offered by the college. Prerequisite: consent of the instructor.

### **69-208. THEATRE PRACTICE**

*Credit, one hour.*

Laboratory experience is gained by working on the dramatic productions offered by the college. Prerequisite: consent of the instructor.

### **69-209. RADIO PRODUCTION**

*Credit, one hour.*

Direct experience in the production of college programs. Assignments adjusted to interests and needs. Prerequisite: consent of the instructor.

### **69-210. RADIO PRODUCTION**

*Credit, one hour.*

Direct experience in the production of college programs. Assignments adjusted to interests and needs. Prerequisite: consent of the instructor.

### **69-211. INTRODUCTION TO BROADCASTING**

*Credit, three hours.*

Survey of radio, including history, legal aspects, mechanics of sound recordings, transmission, network and local station operations.

### **69-213. RADIO ANNOUNCING**

*Credit, three hours.*

Includes theory and practice of general announcing as well as preparations of news, commercials, disc jockeys shows and ad-lib productions. Prerequisite: 69-211 or consent of the instructor.

### **69-215. INTERPERSONAL COMMUNICATION**

*Credit, three hours.*

A survey of basic concepts of interpersonal communication, including speech perception, motivation and human interaction. Prerequisite: 69-202 or consent of the instructor.

### **69-246. STAGECRAFT AND SCENE DESIGN**

*Credit, three hours.*

A study of the technical elements of play production. Set construction, painting and design are the areas stressed. Students are required to do complete stage design for plays.

### **69-300. PERSUASION**

*Credit, three hours.*

The study of the principles and practice of persuasion. Persuasive strategies employed by students in the oral, written, and mass communication mediums. Topics of analysis include beliefs, attitudes, values; theories of motivation; persuader effectiveness; ethos, pathos, logos; opinion molecules; advertising techniques; subliminal seduction tactics; and modification. Prerequisites: 69-202 or consent of the instructor.

## **09 PLAY DIRECTION**

*it, three hours.*

Theory of stage direction and a survey of practical phases of production. Particular attention given to script analysis and the principles of blocking.

## **11 DIRECTION**

*it, three hours.*

A continuation and elaboration of the content of 69-309.

## **12 ACTING**

*it, three hours.*

A continuation and elaboration of the content of 69-203.

## **13 BROADCASTING LABORATORY**

*it, one hour.*

Supervised participation in college programs.

## **14 BROADCASTING LABORATORY**

*it, one hour.*

Supervised participation in college programs.

## **15 PUBLIC SPEAKING**

*it, three hours.*

A course designed to further develop the areas of fundamentals of public speaking. Has placed on organization and presentation of materials. Prerequisite: 69-202 or consent of instructor.

## **19 DISCUSSION: PRINCIPLES AND TYPES**

*it, three hours.*

The study of communication in group situations. Topics include the social role of the small group, problem-solving techniques, leadership, personality barriers, language problems, conflict planning and evaluation. Prerequisite: 69-202 or consent of instructor.

## **20 ARGUMENTATION AND DEBATE**

*it, three hours.*

The study of logic and reason in oral communication. Topics include the effectiveness of oral communications, the forms of logic, the application of logical analysis to human problems and the logical approach to organizing and developing oral messages. Prerequisites: 69-202 or consent of instructor.

## **23 ORAL INTERPRETATION OF LITERATURE.**

*it, three hours.*

The analysis of prose, poetry and dramatic literature for both solo and group performance. Open to anyone interested in literature and those individuals whose profession requires them to address the public.

## **26 ADVANCED RADIO BROADCASTING**

*it, three hours.*

An advanced course in radio production styles combined with participation on the operating staff of the college radio station. Prerequisites: 69-211 and 69-213 or consent of instructor.

## **27 RADIO PROGRAMMING**

*it, three hours.*

A basic course in radio production with emphasis on radio station management in which students prepare programs for the campus radio station. Prerequisite: 69-211 or consent of instructor.

## **29 EDUCATIONAL BROADCASTING**

*it, three hours.*

Advanced radio programming combined with the operation of control room facilities on station WSHC. Prerequisite: 69-211 or 69-213 and with consent of instructor.

**69-330. SPEECH CORRECTION**

*Credit, three hours.*

A study and mastery of the International Phonetic Alphabet, language development and survey of the major communicative disorders of speech are the areas emphasized.

**69-331. INTERCOLLEGIATE FORENSIC ACTIVITY**

*Credit, one hour.*

Active participation in intercollegiate debate and/or individual events. Prerequisite: consent of the instructor.

**69-332. INTERCOLLEGIATE FORENSIC ACTIVITY**

*Credit, one hour.*

Active participation in intercollegiate debate and/or individual events. Prerequisite: consent of the instructor.

**69-333. INTERCOLLEGIATE FORENSIC ACTIVITY**

*Credit, one hour.*

Active participation in intercollegiate debate and/or individual events. Prerequisite: consent of the instructor.

**69-334. INTERCOLLEGIATE FORENSIC ACTIVITY**

*Credit, one hour.*

Active participation in intercollegiate debate and/or individual events. Prerequisite: consent of the instructor.

**69-341. HISTORY OF THE THEATRE**

*Credit, three hours.*

The development of the theatre with special attention to period theatres and styles which influence modern stage presentations.

**69-415. INDEPENDENT STUDY IN SPEECH AND DRAMA**

*Credit, one to three hours.*

Designed for those students interested in speech and drama who desire to do independent study in some special field. See Independent Study Program. Prerequisite: six hours of advanced work in speech or drama.





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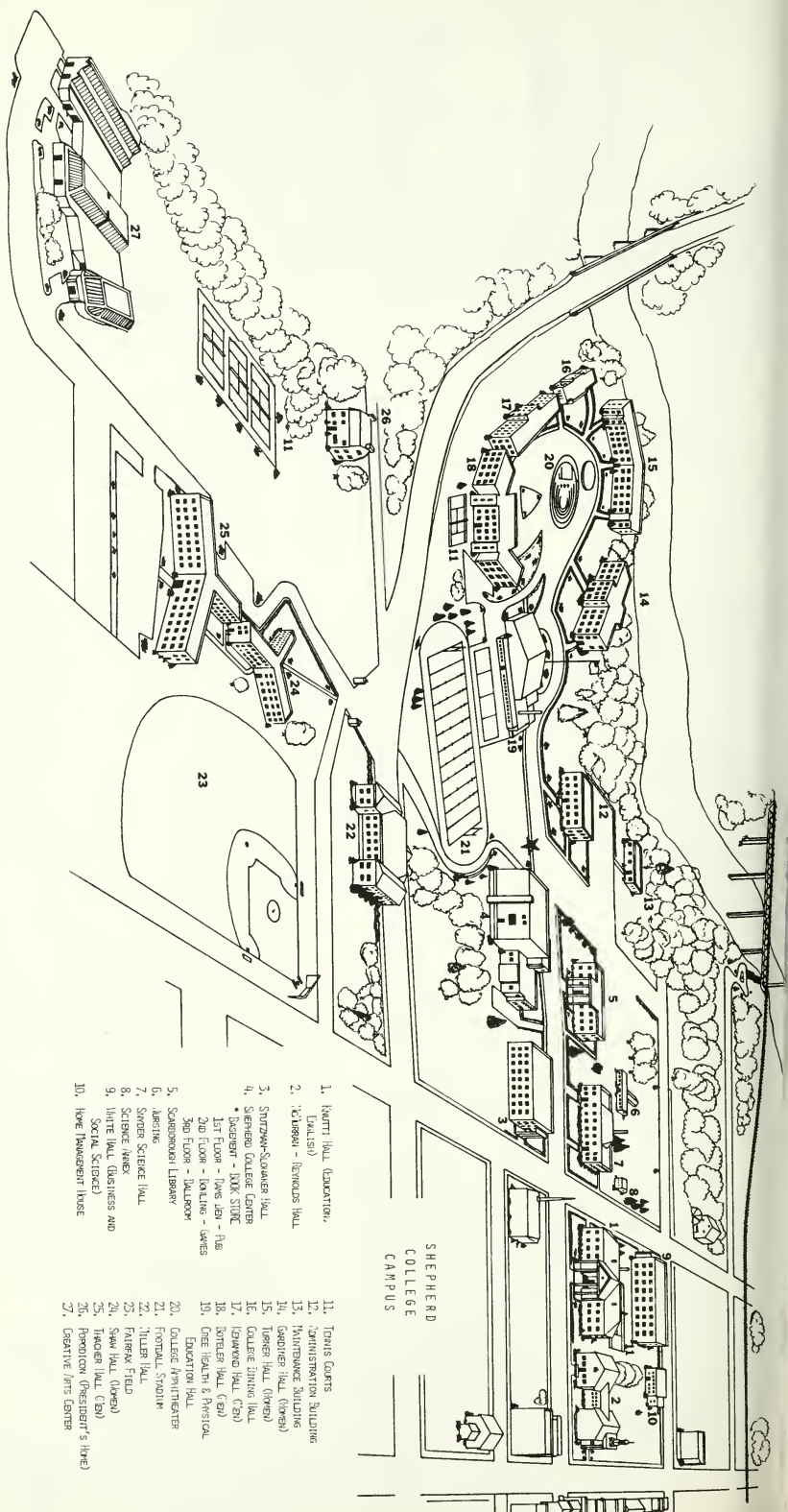
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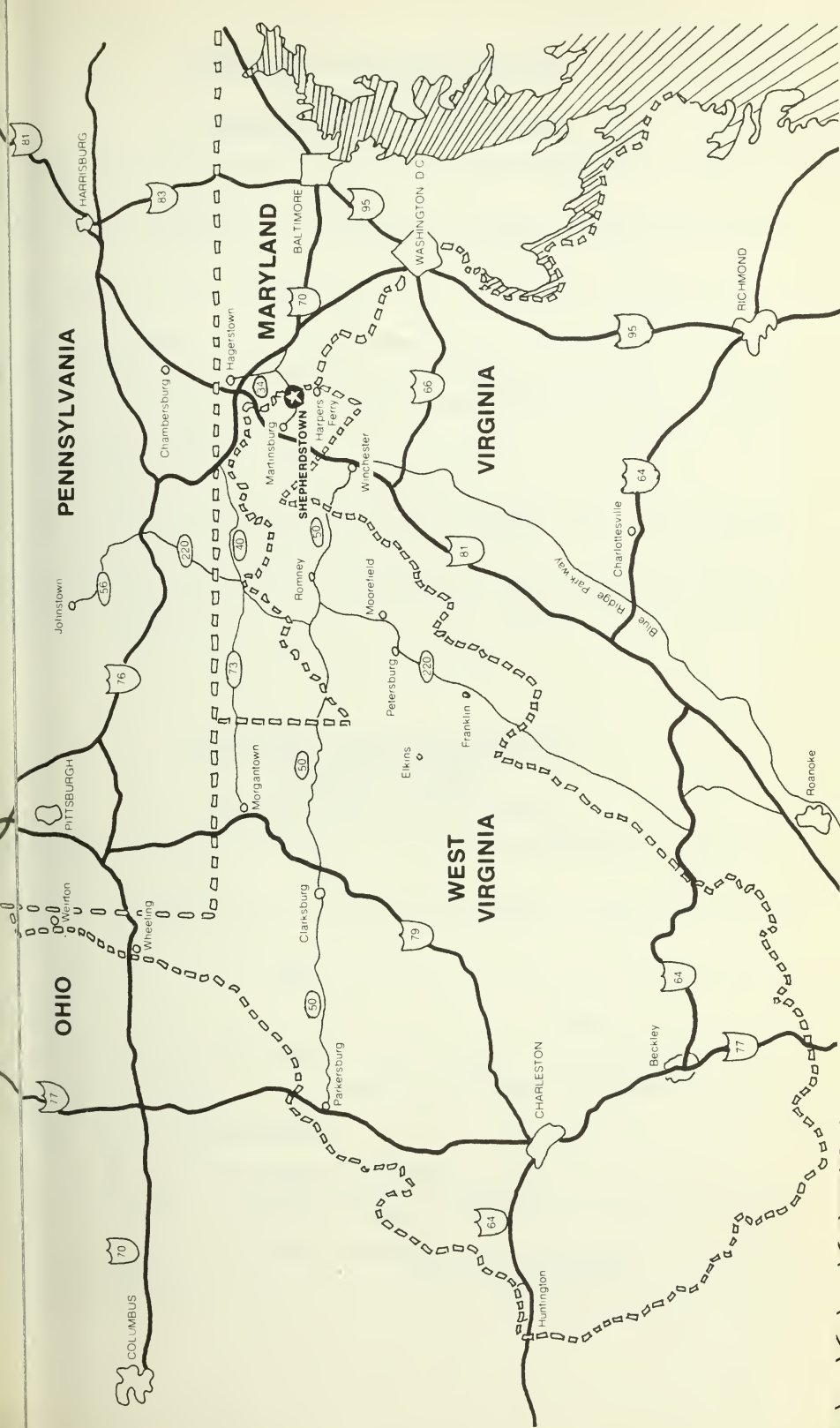






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